

# 3in1 Tool



## Resource Manager/ Disbursing Agent Guide

New User Training

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Joint Contingency Contracting System



Defense Logistics Agency

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# Module 1: 3in1 Tool Overview

## What is the 3in1 Tool?

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Describe the main purposes of the 3in1 Tool
- ☐ Identify the components of the 3in1 Tool
- ☐ Describe how device, procurement and financial management information is processed using the 3in1 Tool
- ☐ Identify key features and benefits of using the 3in1 Tool

### What Is the 3in1 Tool?

The Department of Defense has developed the 3in1 Tool to automate three key processes: Field Ordering, Receiving, and Payment. This automation replaces the Standard Form 44 manual processes used to purchase supplies and services in contingency environments by a Field Ordering Officer (FOO) and Paying Agent (PA). The 3in1 Tool records cash-and-carry type purchases and payment data, when conducting on-the-spot, over-the-counter, field cash purchases where GPC use is not feasible. The data are transmitted to the prime database for remote reconciliation and review. The 3in1 Tool is a joint procurement and financial management solution developed to reduce risk to the field team, improve procurement and cash management on the battlefield, eliminate wasted time, and provide immediate visibility into purchases and payments.

### Benefits of Using the 3in1 Tool

- Eliminates problems associated with paper forms: wasted time duplicating documents, multiple entries into various systems, illegible handwriting, loss or damage to paper, storage/reproduction/shipping
- Reduces FOO/PA exposure to travel in hostile areas by reducing trips to multiple clearance offices by electronically sharing purchase information
- Reduces risk of unmatched disbursements of SF44 purchases
- Reduces risk of payment duplication through electronic verification
- Records all SF44 data, captures receipt images, uploads supporting documents for electronic filing/clearing
- Eliminates need for field paying agents to calculate foreign currency exchange rates
- Automatically maintains obligations and expenditures by purchase request (PR) or cash advance

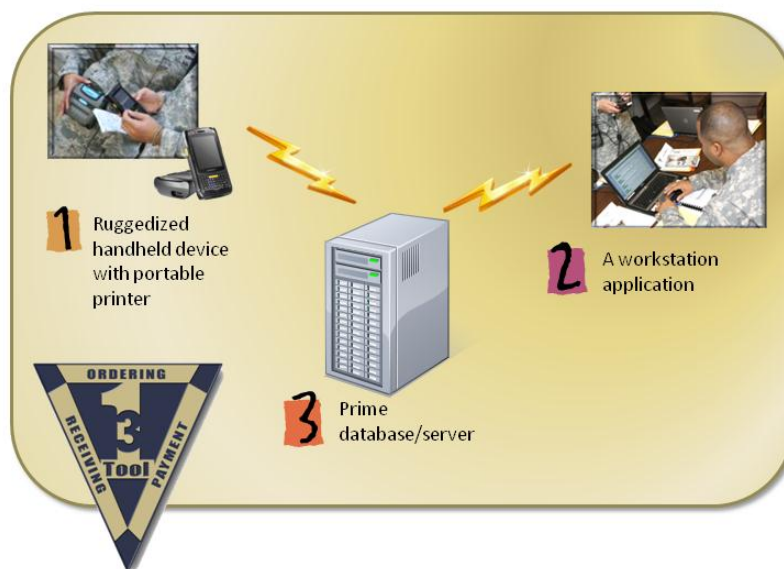
- Reduces errors and increases accountability with electronic record-keeping and reconciliation between FOO and Contracting Officer (KO), and PA and Disbursing Agent (DA)
- Provides centralized, electronic analysis of obligations, expenditures, available cash, and purchase activities
- Provides audit trail of all transactions in a designated AOR in the 3in1 Tool system
- Links payment and purchase data directly to financial system, eliminating need for manual entry

## 3in1 Tool Components

The 3in1 Tool has three main components:

1. The **handheld device** is used in the field to input, temporarily store, and then transmit purchase and payment information. The small, rugged **printer** provides field print capability to document cash payments until data is uploaded.
2. The **Workstation application** is a hard client application that transmits data to the prime database/server in a fully connected mode; stores a replica of the prime database for offline operations; and caches data from the device for later synchronization with the prime database/server.
3. The **prime database/server**, a specialized module within the Joint Contingency Contracting System (JCCS), is an existing system used to manage and post contracts and track contractors housed at DISA (DECC).

The 3in1 prime database is used to manage devices and role-based system access; stores, reports, and analyzes purchase and payment data; and transmits payment/information to other financial systems and order/voucher and receipt images for official document storage to Electronic Data Access (EDA).

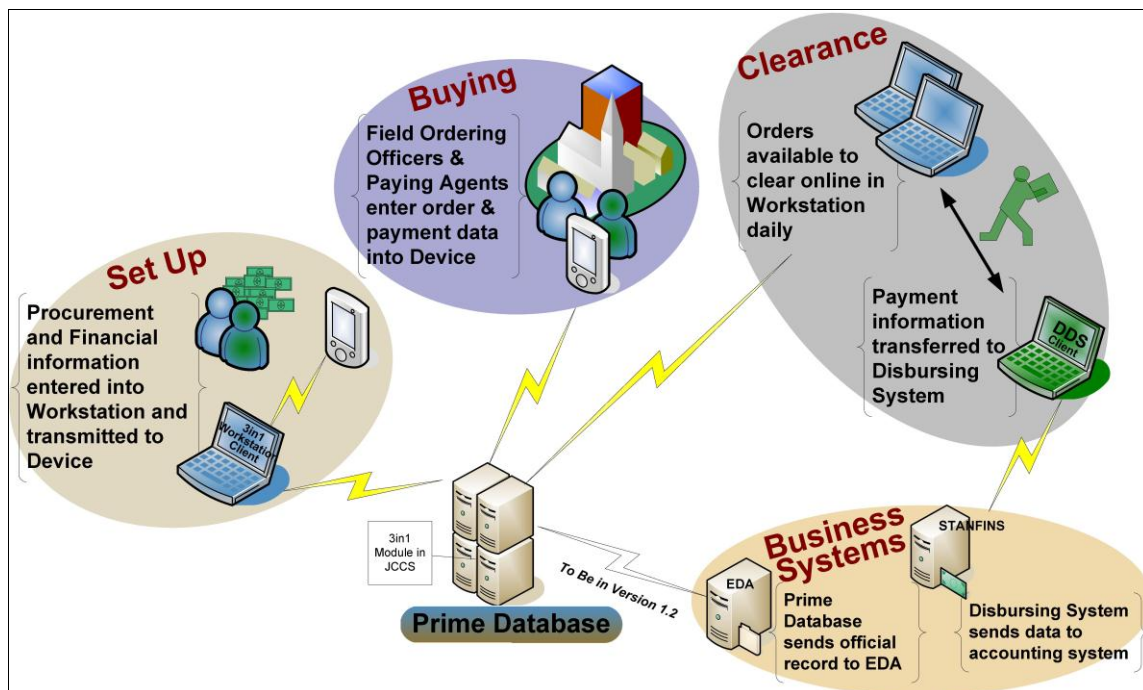


3in1 Tool Main Components

## Process

How is the 3in1 Tool used to process device, procurement and financial management information?

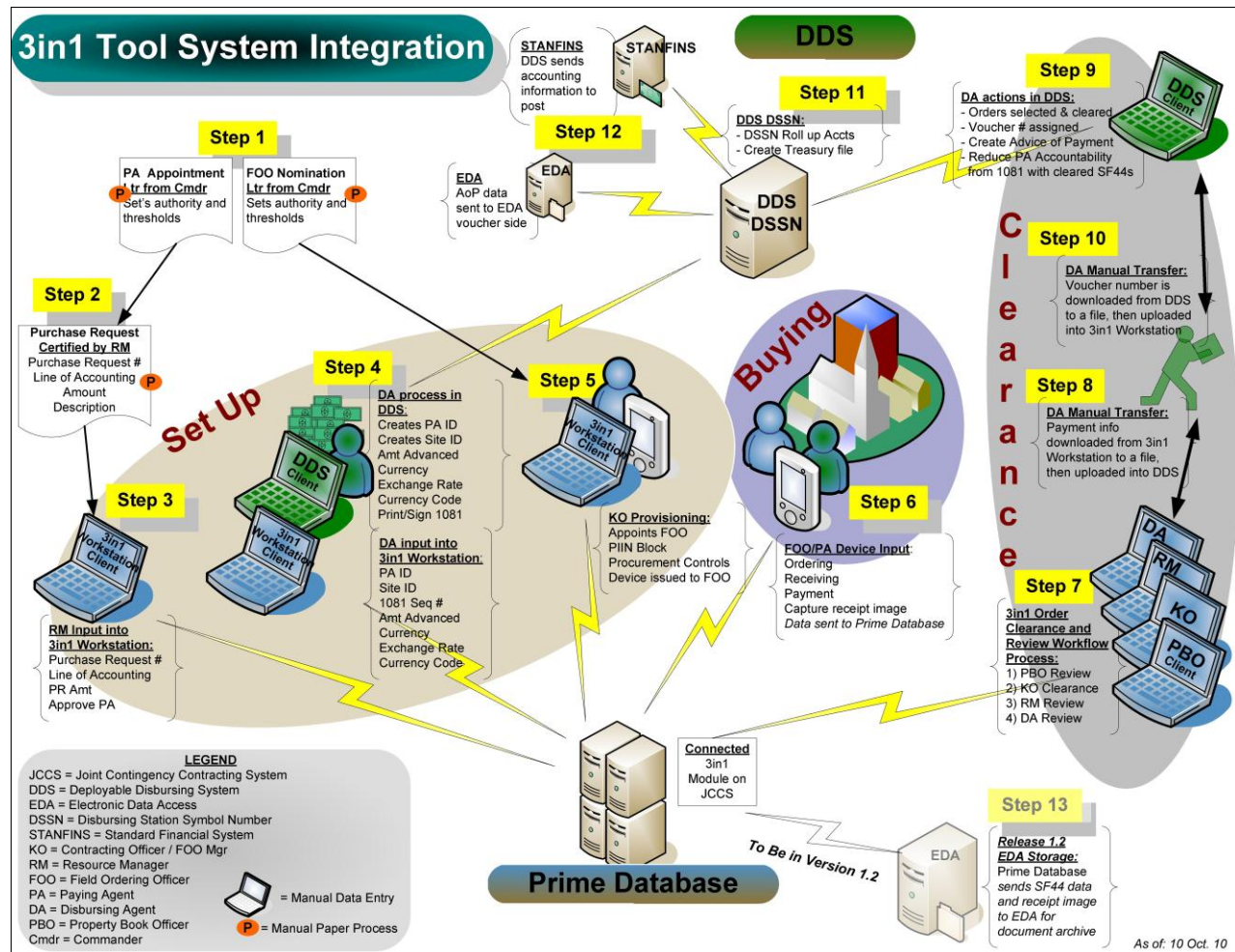
1. **Setup:** Device, procurement, and financial management information is entered on the workstation by authorized personnel and then downloaded to the device to set it up for use by an assigned FOO and PA.
2. **Buying:** The FOO/PA teams can process orders/payments on the device, which can be immediately transmitted to the prime database/server for daily online review/clearance.
3. **Clearance:** Status of clearance and procurement/financial updates is transmitted back to the device as they are processed, to update the device.
4. **Business Systems:** Once orders have completed the review/clearance process, the Disbursing Agent can download and transmit payment information to the Deployable Disbursement System (DDS). Once the voucher number has been assigned, the prime database/server will transmit the SF44 and receipt image to EDA for official document storage. (Note: if DDS is not used, the download step can be skipped and voucher numbers can be manually entered.)



3in1 Tool Process Overview

The following figure provides a detailed graphical view, displaying the step by step process of the 3in1 system automating the SF44 process. Each step shows the actions of each key player in the 3in1 system.





3in1 Tool System Integration

## Key Features of the 3in1 Tool

### Online/Offline Operations

The device and workstation application each operate independently, storing data until connectivity to the web is available. The device can transmit via GSM, Wi-Fi, or Ethernet to the prime database; or via USB or Cross Over cable to the workstation for cache and forward operations. For security purposes, only one communication port may be active at a time. Wireless connectivity requires Contracting Officer activation at the time of device setup. Data size is minimized to accommodate reduced bandwidth.

### Authentication/Security

Devices are uniquely registered with the 3in1 Tool prior to activation and data exchange. Data transmissions are encrypted for maximum security. Users register on the 3in1 Workstation using DoD CAC cards to establish a user ID and DoD-approved strong password and to obtain approval for role based access to the device or workstation. The role based access hierarchy approves all access based on designated roles. Secure digital signatures activated by user names and passwords are used to execute orders by the FOO

and payment certification by the PA. As each step of the purchase is completed, the information is locked in a verifiable file and all data and images are transmitted to the 3in1 Workstation/Prime Database. Any tampering with order or payment information is identified using the validation process when displayed or reported.

### ***Financial Operations***

The device automatically calculates the order total and exchange rates. Obligations, expenditures, and cash availability are tracked on the device and prime database. Financial officers can increase or decrease PR and CA amounts on the Workstation and transmit to the device in the field. During fiscal year change over, remaining cash can be re-associated with a new PR for the new FY when using the Deployable Disbursement System (DDS). The Disbursing Agent can transfer cleared vouchers electronically to DDS for payment processing and to reduce the PA's cash accountability. The PA will only need to return to the DA to obtain/return cash. After DDS assigns a voucher number to each order and the data is transmitted back to the Workstation, the SF44 and receipt can be transmitted to EDA for official permanent document storage. If required, a PA can exchange, return, or add cash in the field, directly on the device.

### ***Procurement Controls***

Procurement controls prohibit purchases in excess of authorized limits or check items against unauthorized or special approval lists, and display customizable warning messages on the device. These orders are also flagged during clearance to assist reviewers when clearing orders/payments.

### ***Receipt and Record of Payment***

Vendor receipts are digitally recorded on the device using its onboard camera. Government receipt of goods and vendor payment are recorded as a digital image of the physical signature on the device's touch screen. Accountable items can be flagged and reported for property book reporting. Final delivery locations can also be recorded for property accountability tracking.


### ***Online Review/Clearance***

When connected, SF44 information is immediately available for review and clearance. Reviewers can view all SF44 information, receipt image, signatures, and required approval letters. Reviewers can approve, disapprove, or flag an order and transmit comments or questions to the field team for response on the device.

### ***Data Backup and Restoration***

If a device is damaged, any data not uploaded to the prime database can be retrieved by the system administrator from the MicroSD card using another device. If a device is stolen, it can be deactivated from the system by the system administrator from the workstation. Should a device fail in the field, FOOs can execute manual SF44s with special PIINs issued during set up and then input the SF44 data, and upload the scanned SF44 into the workstation for automated review/clearance and payment and storage processing. Data

processed on the device while offline should be transferred to the prime database or Workstation as soon as possible, for data backup and clearing.

Additional 3in1 Handheld Device Features	Additional 3in1 Workstation/Prime Database Features
<ul style="list-style-type: none"> <li>Provides access to prices previously paid for market research</li> <li>Can record vendor location by GPS coordinates</li> <li>Provides ability to attach notes to orders</li> <li>Creates vendor/shopping lists to minimize time in the market</li> <li>Reruns an order to quickly process a repeat order</li> <li>Can returns items ordered, if required</li> <li>Fiscal Year cognizance prevents prior year PIIN use</li> <li>FOOs &amp; PAs are linked as a team; multiple FOOs &amp; PAs can be assigned to a device with ability to re-associate as needed. Devices can only be used by assigned FOOs/PAs.</li> </ul> 	<ul style="list-style-type: none"> <li>Runs reports such as Individual and Total FOO Actions and Dollars, PIIN Logs</li> <li>Generates and issues mass blocks of PIINs based on DoDAAC, FY, FOO ID, to all assigned FOOs, or individually</li> <li>Provides customizable online role based review/clearance process Runs reports for use by the FOO, FOO Managers, PA, KO, DO/DA, and Commander</li> <li>Uploads supporting documents for retention in order's electronic file (i.e. approvals, reviews, and receipts)</li> <li>Tracks expenditures, purchases, cash in the field, obligations, available fund information daily</li> <li>Pushes PR, PIINs &amp; procurement updates to device remotely</li> </ul>

## Using This Manual

This training focuses on the features of the 3in1 Tool as it used by Resource Managers or Disbursing Agents. To use a checklist of required tasks for the RM/DA roles, see *Appendix A: RM/DA Task Checklists*.

This book contains the following parts and modules:

Module 1: 3in1 Tool Overview

Module 2: Application Setup

Module 3: Application Familiarization

Module 4: Issuing Purchase Requests and Cash Advances

Module 5: The Ordering Process

Module 6: Managing Purchase Orders on the Workstation

Module 7: Clearing Purchase Orders

Module 8: Post-Clearance Operations

Module 9: Updating Financial Information



## Module 10: Reporting from the Workstation

### Appendices

Appendix A: RM/DA Task Checklists

Appendix B: Data Worksheets

Appendix C: End-to-End Process Diagrams

Appendix D: Acronym List

There are different roles involved in the process of ordering, receiving, and issuing payments for purchases made using the 3in1 Tool. Therefore, access to the Workstation features is role-based. Each user is assigned a role, such as Contracting Officer (CO or KO) or Field Ordering Officer (FOO). The role assignment determines which features can be accessed.

### Lesson Summary

In this lesson, you learned to:

- ☐ Describe the main purposes of the 3in1 Tool
- ☐ Identify the components of the 3in1 Tool
- ☐ Describe how device, procurement and financial management information is processed using the 3in1 Tool
- ☐ Identify key features and benefits of using the 3in1 Tool

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## Module 2: Application Setup

### Lesson 1: Registering New Users

#### Objectives

After completing this lesson, the participant will be able to:

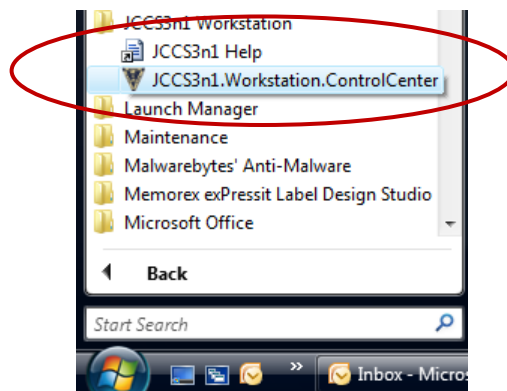
- ☐ Register new users in the 3in1 Tool Workstation
- ☐ Identify various roles used in the Workstation
- ☐ Identify the features that can be accessed by each role
- ☐ Request a role assignment for a new user
- ☐ Upload supporting documents for a new user

#### Registering a New User

Each 3in1 user must be registered with a user ID and password. Typically, each user creates his/her ID and password. The feature for registering a new user may be accessed on the 3in1 Workstation Logon window or from the JCCS web site.

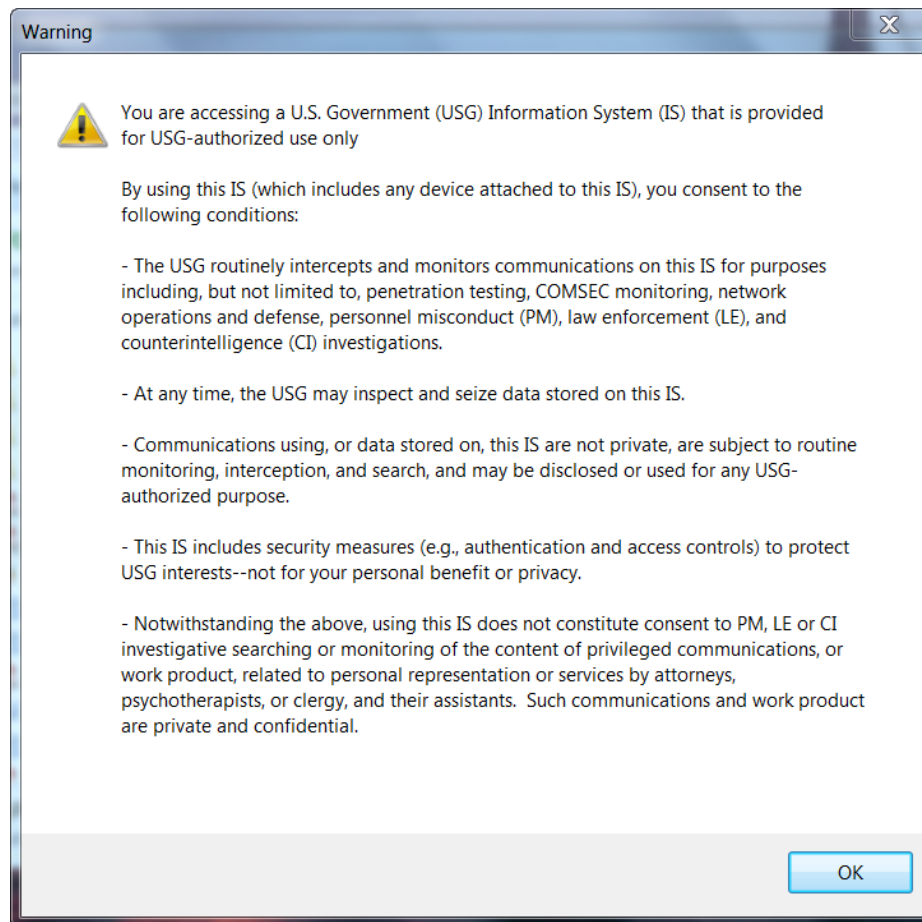
Follow these steps to register a new user from the 3in1 Workstation *Logon* window:

1. In the Windows tool bar, select **Start, All Programs, 3in1 Tool Workstation**. Double-click **3in1 Tool Workstation**.



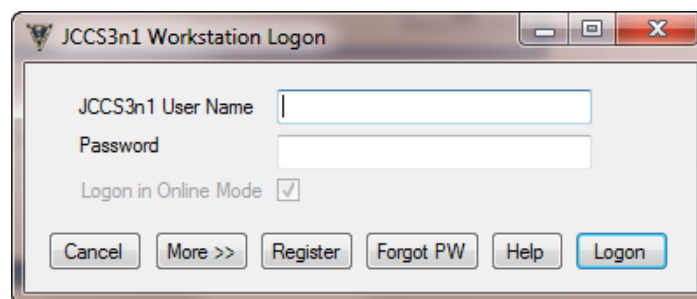
Start, All Programs, 3in1 Tool Workstation

2. Click OK on the initial warning screen concerning authorized use of this U.S. Government Information System.



Warning Screen

3. Click the **Register** button in the *Logon* window.



3in1 Tool Workstation Logon Window

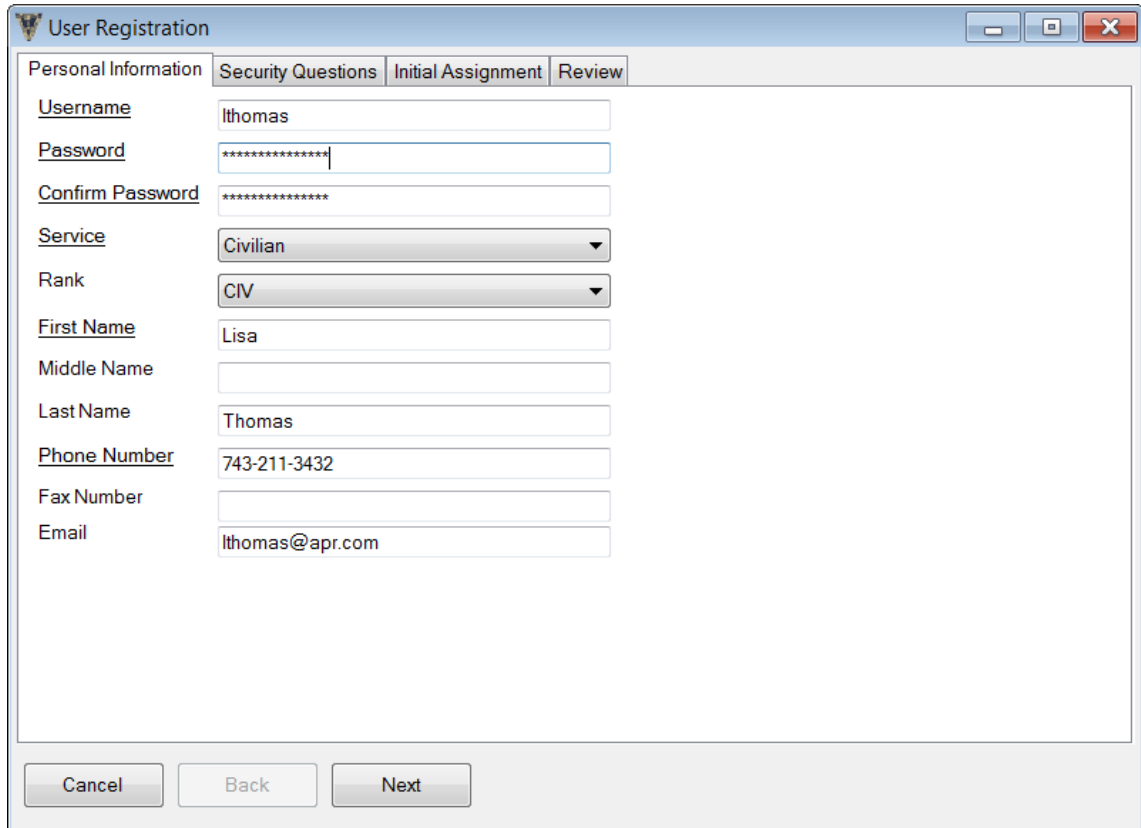
The *User Registration* window opens.

4. Provide information on the **Personal Information**, **Security Questions** and **Initial Assignments** tabs, then verify your information on the **Review** tab.

You must complete the tabs in order. For example, you cannot proceed to the **Security Questions** tab until the **Personal Information** tab is filled out correctly.

## Personal Information

1. Complete all fields in the **Personal Information** tab. All fields except the Middle Name, Phone and Fax Numbers are mandatory.
2. Click the **Next** button to display the **Security Questions** tab.

A screenshot of a web application window titled "User Registration". The window has four tabs: "Personal Information", "Security Questions", "Initial Assignment", and "Review". The "Personal Information" tab is active. It contains several input fields: "Username" (lthomas), "Password" (masked with asterisks), "Confirm Password" (masked with asterisks), "Service" (Civilian), "Rank" (CIV), "First Name" (Lisa), "Middle Name" (empty), "Last Name" (Thomas), "Phone Number" (743-211-3432), "Fax Number" (empty), and "Email" (lthomas@apr.com). At the bottom of the window are three buttons: "Cancel", "Back", and "Next".

**User Registration Personal Information Tab**

A tooltip is displayed if you make an invalid entry or do not enter a required field. Read the tooltip for guidance on making a correction. You cannot advance to other tabs until you complete the required fields on the **Personal Information** tab.

## Password Rules

The following rules apply to creating passwords in the 3in1 Tool Workstation:

- Passwords must contain a minimum of 15 characters:
  - Include at least one uppercase alphabetic character
  - Include at least one lowercase alphabetic character
  - Include at least one non-alphanumeric (special) character
- When resetting passwords:
  - The new password must be different from the previous 10 passwords used
  - A user can change a password only once in a 24-hour period
  - Users are forced to change their passwords after 60 days
- Additional password rules:

- Only the affected user and administrator can change user's password
- An administrator can change passwords at any time

If there is a need to reset the Workstation password later, please refer to *Module 3: Application Familiarization, Lesson 1: Navigating the 3in1 Workstation Application*.

## Security Questions

The screenshot shows a 'User Registration' window with four tabs: 'Personal Information', 'Security Questions', 'Initial Assignment', and 'Review'. The 'Security Questions' tab is active. It contains three question-answer pairs. Each question is in a drop-down menu, and the answer is in a text box. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.

Question	Answer
Question 1: What is your favorite pet's name?	Fred
Question 2: What is your oldest sibling's middle name?	Andrew
Question 3: In what town was your first job?	Springfield

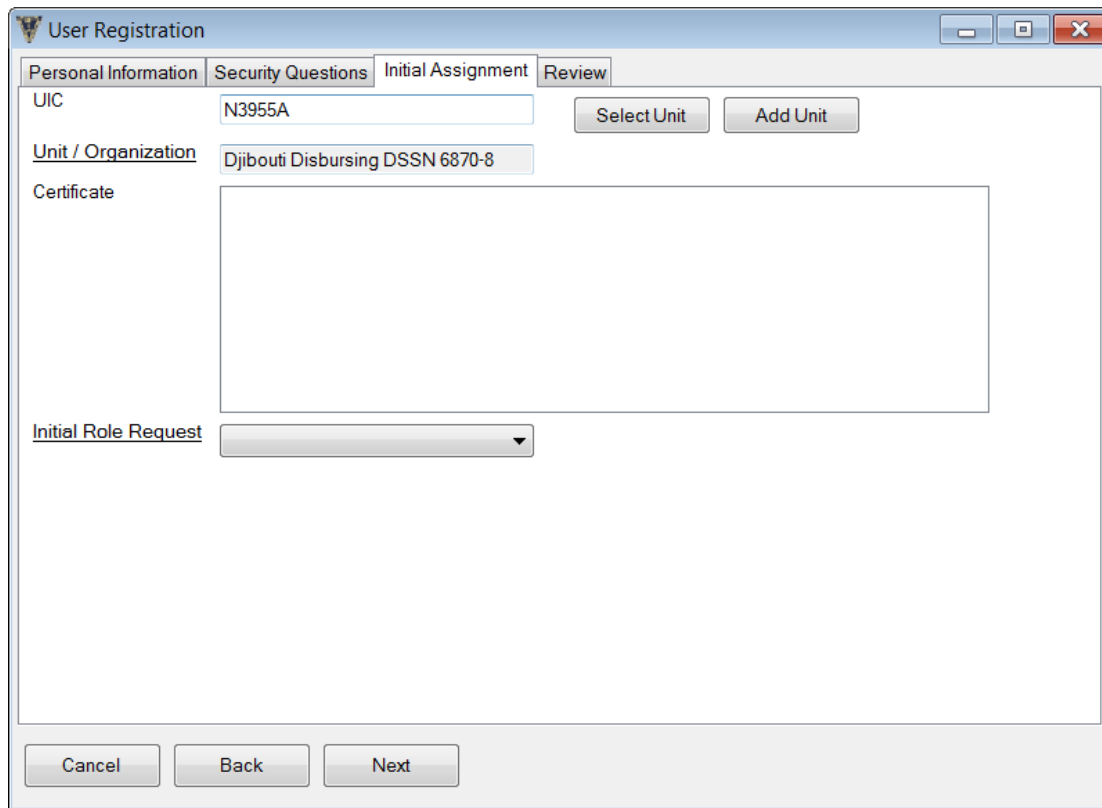
User Registration – Security Questions Tab

1. Select three different security questions from the drop-down lists, then type your responses.
2. Click **Next**.

The **Initial Assignment** tab is displayed.

## Initial Assignment

1. In the **Initial Assignment** tab, specify your Unit Identification Code (UIC), which is a six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces for the contingency operation.



The screenshot shows the 'User Registration' window with the 'Initial Assignment' tab selected. The 'Personal Information' tab is also visible. The 'UIC' field contains 'N3955A'. The 'Unit / Organization' field contains 'Djibouti Disbursing DSSN 6870-8'. The 'Certificate' field is empty. The 'Initial Role Request' field is a dropdown menu. There are 'Select Unit' and 'Add Unit' buttons. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

#### User Registration – Initial Assignment Tab

- Click the **Select Unit** button to select an existing UIC.

The *Select Unit* window is displayed.

- In the *Select Unit* window, under **Search Options**, click a radio button to search for all units or those serviced by a specific AOR and office.

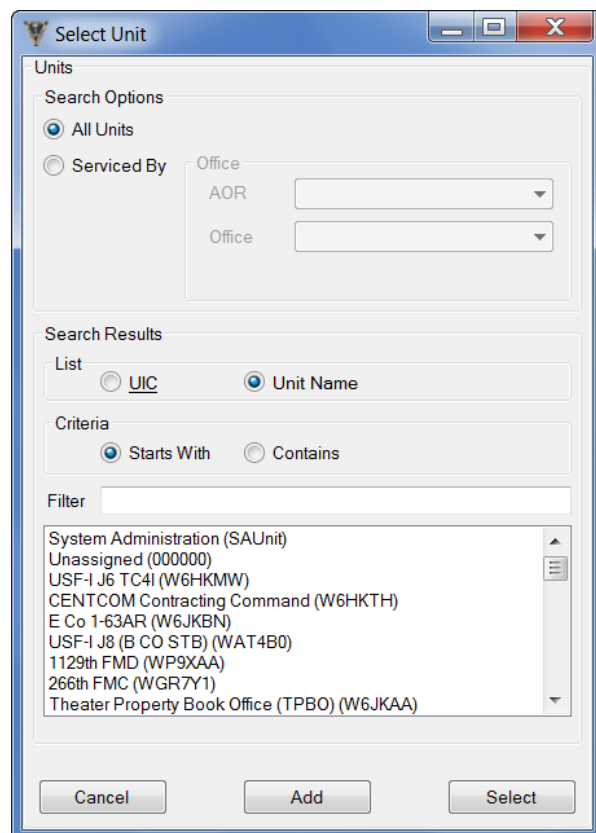
- Under **Search Results**, choose to display the search results by UIC or unit name.

The list of units updates to match the specified criteria.

- Select a unit from the list, then click the **Select** button.

The UIC and corresponding unit/organization display.

Alternatively, you may need to enter a new unit into the system, or you may be assigned to a non-DoD specified unit without an

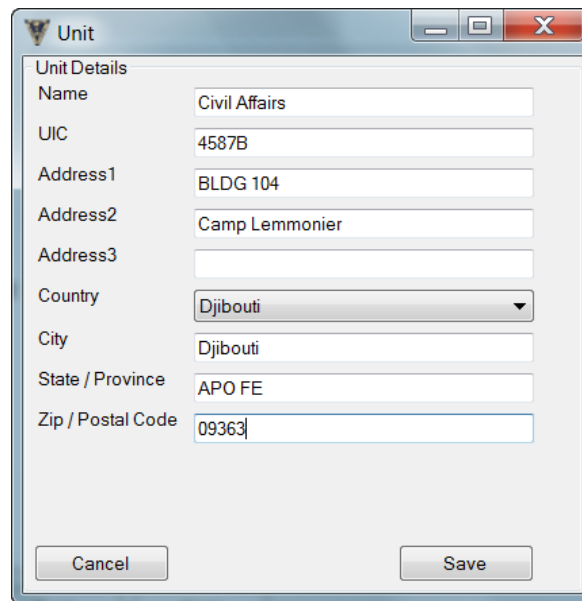


The screenshot shows the 'Select Unit' window. The 'Units' section has 'Search Options' with 'All Units' selected. The 'Search Results' section has 'List' with 'Unit Name' selected. The 'Criteria' section has 'Starts With' selected. The 'Filter' field is empty. The list of units includes: System Administration (SAUnit), Unassigned (000000), USF-I J6 TC4I (W6HKMW), CENTCOM Contracting Command (W6HKTH), E Co 1-63AR (W6JKBN), USF-I J8 (B CO STB) (WAT4B0), 1129th FMD (WP9XAA), 266th FMC (WGR7Y1), and Theater Property Book Office (TPBO) (W6JKAA). At the bottom are 'Cancel', 'Add', and 'Select' buttons.

assigned UIC.

**To create a UIC:**

1. On the **Initial Assignment** tab, click the **Add Unit** button to display the *Unit* window.
2. Fill in the details about the new unit, such as the full name and address.
3. Click the **Save** button.

A screenshot of a software window titled "Unit". The window contains a form with the following fields: "Name" (text box with "Civil Affairs"), "UIC" (text box with "4587B"), "Address1" (text box with "BLDG 104"), "Address2" (text box with "Camp Lemmonier"), "Address3" (empty text box), "Country" (dropdown menu with "Djibouti" selected), "City" (text box with "Djibouti"), "State / Province" (text box with "APO FE"), and "Zip / Postal Code" (text box with "09363"). At the bottom of the window are two buttons: "Cancel" and "Save".

**Unit Window**

Each user must have an assigned role. Access to most 3in1 Tool Workstation features is role-based. It is necessary to request a role on the **Initial Assignment** tab; the role must be approved before it is activated.

*Appendix C, End-to-End Process Diagrams*, provides a reference for how different roles participate in the purchase and clearance process. The number of roles required to operate the system will depend on how it will be used. Like the SF44, the 3in1 Tool is designed to be flexible in supporting large, sustained or small, short-contingency operations.

If only a purchase order is going to be executed, then only a KO, System Administrator, and FOO are required. If a purchase order and payment voucher will be executed, then a System Administrator, KO, FOO, DA, and PA are required. For large, sustained operations, additional personnel may be desired to further separate the duties in the system, such as: Property Book Office, Resource Manager, and additional reviewers.

The roles available in the 3in1 Tool Workstation are as follows:

**Field Ordering Officer:** Nominated by the unit Commanding Officer and appointed by a Contracting Officer, has been trained, is qualified and appointed in writing to make purchases using data provisioned to the 3in1 device by the KO.



**Paying Agent:** Appointed in writing by the unit Commanding Officer, and has been trained and accepted in the PA role to make payments and certify vouchers for purchases using cash or negotiable instruments. Is assigned a FOO to work with as a team using the 3in1 Tool.

**Contracting Officer (KO):**

- The individual expressly authorized to enter into, administer, and/or terminate contracts.
- Is responsible for activating and deactivating 3in1 handheld devices.
- Acts as the FOO Manager and is responsible for appointing and training FOOs. As the FOO Manager, is responsible for approving FOOs into their roles in the 3in1 Workstation, provisioning/deprovisioning devices, and assigning them to FOOs, linking FOOs and PAs into a team, and establishing the procurement controls and accounting information for that team.
- The KO can also assign PRs established by the RM to the FOO. Ensures all FOO orders comply with appropriate laws, executive orders, regulation, and other applicable procedure and approvals.
- The KO reviews and clears orders in the 3in1 Workstation to ensure conformance to acquisition regulations and to track the purchase of supplies and services.
- The KO may also need to perform the role of System Administrator to push temporary passwords to 3in1 Handheld Devices to unlock them.
- The KO may also need to set up and maintain the AOR and office structure with the 3in1 system

**Resource Manager (RM):**

- Assigns finance and accounting information, the Line of Accounting (LOA) on the Purchase Request (PR) and enters the PR information into the 3in1 prime database from the 3in1 Workstation.
- Records changes to the PR amount in the Workstation for transmission to the 3in1 device.
- Reviews orders and payments in the 3in1 prime database, using the 3in1 Workstation, to ensure conformance with financial regulations, to track the costs of supplies and obligations of funds, and to obtain payment information for manual update in the accounting system.

**Property Book Officer:** The PBO maintains inventory records of supplies, equipment and other tangible assets for the requiring activity. The PBO reviews and clears orders in the 3in1 prime database, using the 3in1 Workstation, to ensure that pilferable and accountable items that have been purchased are entered into the unit's property book.

**Disbursing Agent (Finance Officer):** The Disbursing Agent (DA) is responsible for maintaining obligations and cash advances in the prime database. The DA uses the 3in1 Workstation to enter cash advances to PAs for payments on orders. The DA reviews payments in the 3in1 prime database, transfers approved 3in1 payment data to the

Deployable Disbursing System (DDS), captures the voucher number assigned to the order by DDS, and enters the voucher number on the order in the 3in1 prime database.

**Note:** If DDS is not used, accounting reports can be generated and downloaded to Excel for manual accounting by the finance office, and the voucher numbers can be manually added on the 3in1 Workstation.

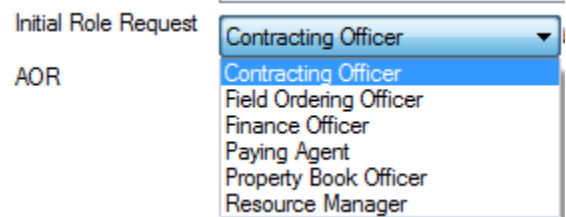
**AOR Administrator:** A role created for the 3in1 Workstation specifically to add or edit Areas of Responsibility (AORs) and various types of offices within each AOR. No other role can add or edit an AOR.

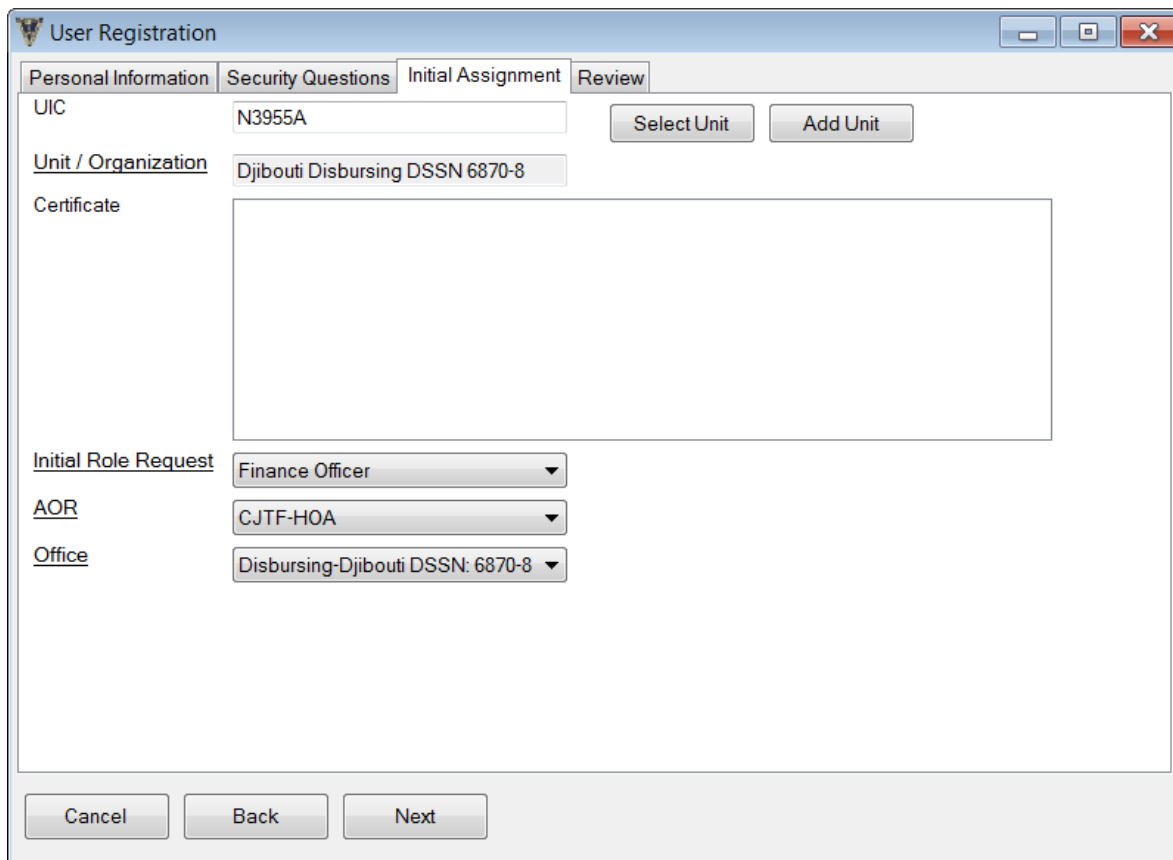
**Reviewer:** Allows a person to be added to the clearance workflow to review orders beyond those previously listed with a review type authority. This may be a units Commander or Deputy Commander who may need to review and approve the purchase prior to contracting and finance clearing the order and voucher.

**System Administrator:** A “super user” who can access all 3in1 Tool Workstation features. This is a standard role in most software applications. This person is usually responsible for managing user accounts and setting up general application features, such as creating AORs and offices.

**To make an initial role request for a new user:**

1. In the **Initial Assignment** tab, in the select a role from the **Initial Role Request** drop-down list.
2. For all roles except the FOO, specify the associated AOR and office. For example, if you select Contracting Officer, you need to specify your Area of Responsibility and assigned Contracting Office.
3. In the **Certificate** field, select the appropriate certificate for digitally signing documents and forms using the 3in1 Tool Workstation. For training purposes on non-CAC systems, the **Certificate** field is optional.





The image shows a software window titled "User Registration" with four tabs: "Personal Information", "Security Questions", "Initial Assignment" (which is selected), and "Review". The "Initial Assignment" tab contains the following fields and controls:

- UIC:** A text box containing "N3955A". To its right are two buttons: "Select Unit" and "Add Unit".
- Unit / Organization:** A text box containing "Djibouti Disbursing DSSN 6870-8".
- Certificate:** A large, empty rectangular text area.
- Initial Role Request:** A dropdown menu with "Finance Officer" selected.
- AOR:** A dropdown menu with "CJTF-HOA" selected.
- Office:** A dropdown menu with "Disbursing-Djibouti DSSN: 6870-8" selected.

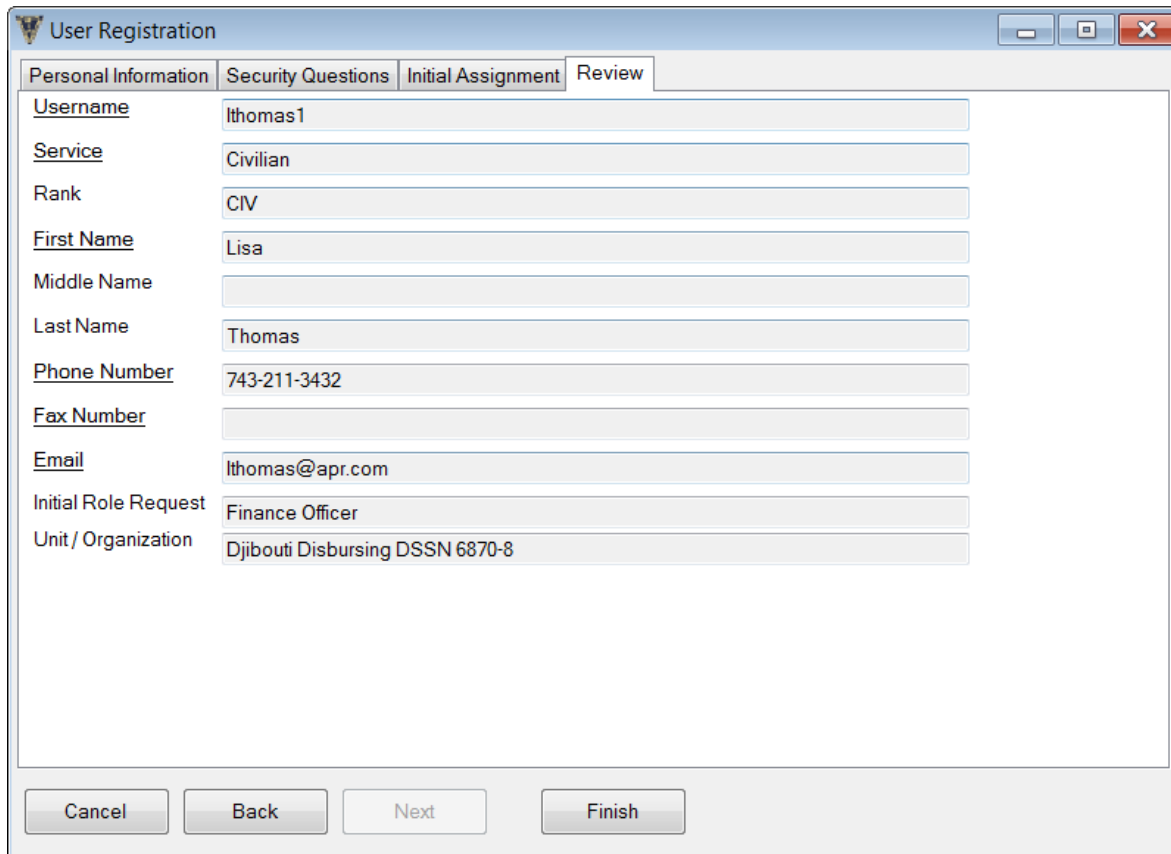
At the bottom of the window are three buttons: "Cancel", "Back", and "Next".

**Initial Assignment Tab**

4. Click **Next**.

The *Registration Review* window is displayed.

## Finishing the Registration Process and Uploading Supporting Documents



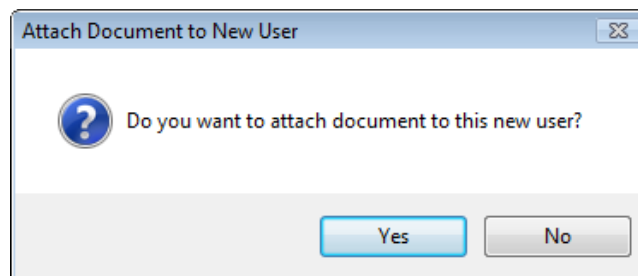
The screenshot shows a 'User Registration' window with four tabs: 'Personal Information', 'Security Questions', 'Initial Assignment', and 'Review'. The 'Review' tab is active, displaying a form with the following fields and values:

Field	Value
Username	lthomas1
Service	Civilian
Rank	CIV
First Name	Lisa
Middle Name	
Last Name	Thomas
Phone Number	743-211-3432
Fax Number	
Email	lthomas@apr.com
Initial Role Request	Finance Officer
Unit / Organization	Djibouti Disbursing DSSN 6870-8

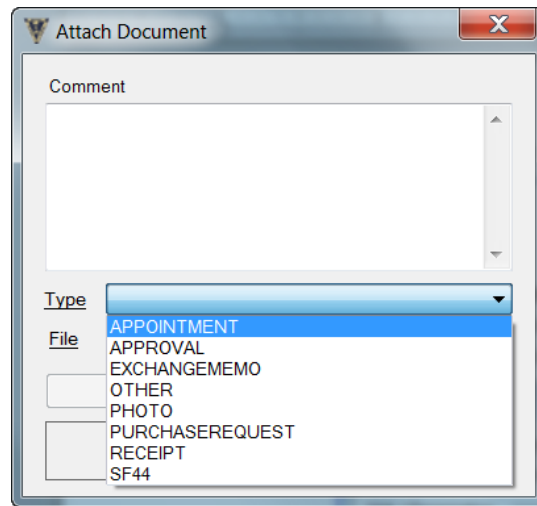
At the bottom of the window are four buttons: 'Cancel', 'Back', 'Next', and 'Finish'.

User Registration Review Tab

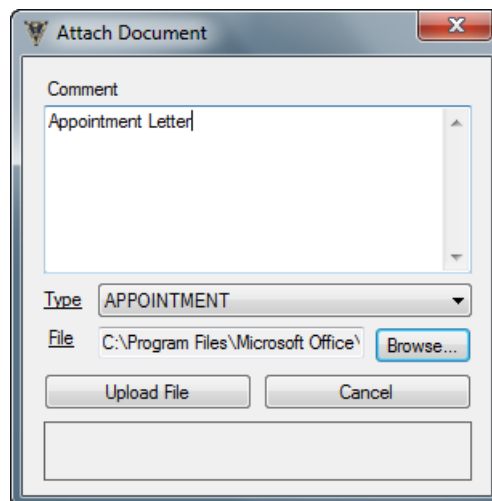
1. Review the information on the Review tab.
2. If you need to change anything, click the **Back** button and make edits. Otherwise, click the **Finish** button to complete the registration.
3. The following dialog box asks if you want to attach a document. Click Yes to upload a 577 form, appointment letters, or other document file. Otherwise, click No.



4. In the *Attach Document* dialog box, select the document type.



5. Click the **Browse** button to select the document.
6. Click the **Upload File** button to attach the document file.



You have now completed the registration and may log in to the 3in1 Tool Workstation. See *Module 3: Application Familiarization, Lesson 1: Navigating the 3in1 Workstation Application* for details on how to log in to the Workstation.

## Web-Based User Registration

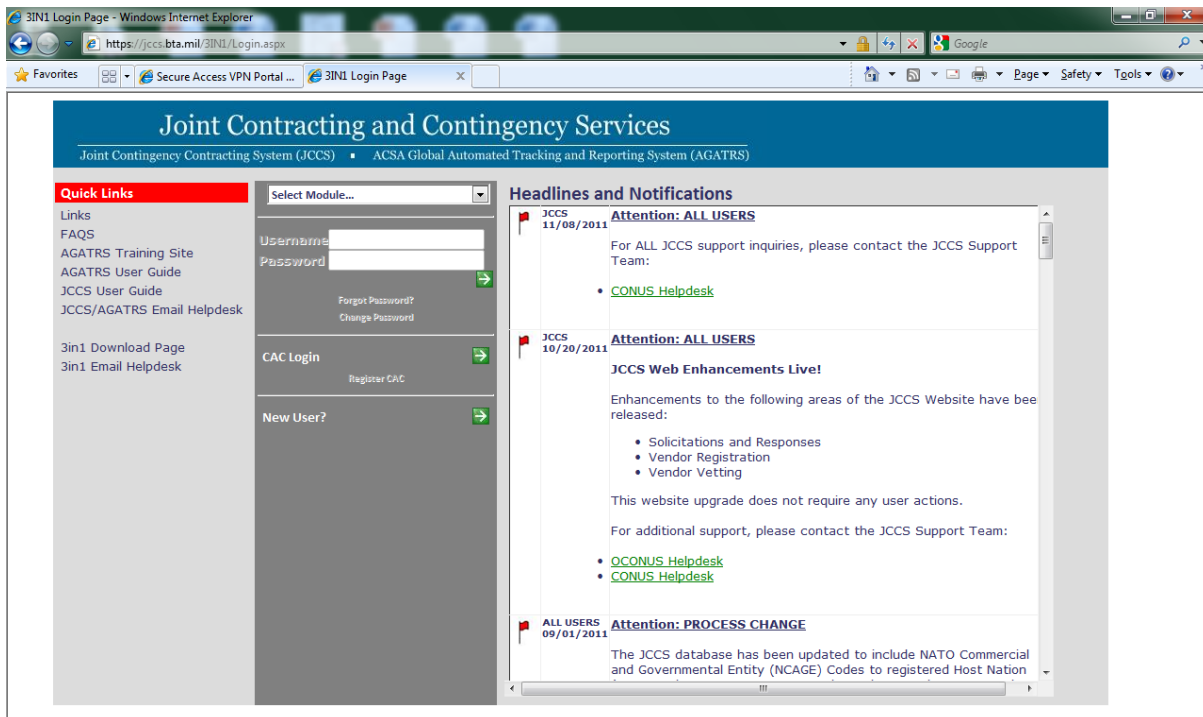
As an alternative, new users can register using JCCS. Users can also access 3in1 web-based reporting and clearance features.

**To register a new 3in1 Workstation user on the JCCS web site:**

1. Navigate to the following link from your Internet browser:  
<https://www.jccs.gov/3IN1/Login.aspx>
2. Select **CAC/Digital Certificate Users**.

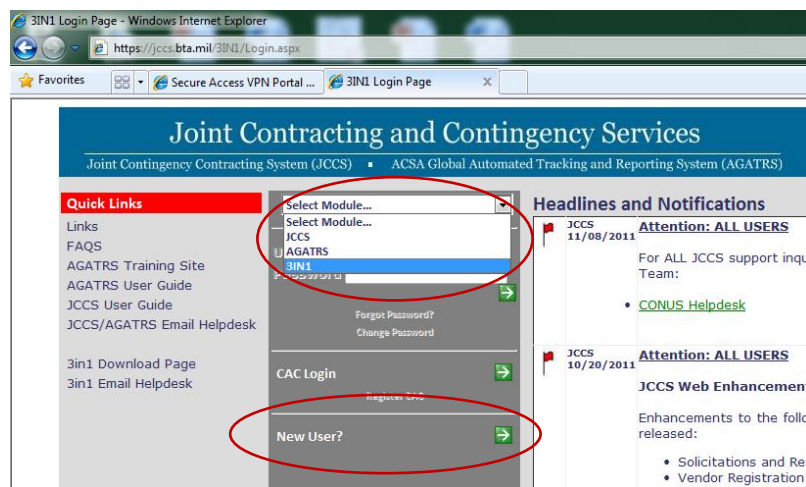
3. Select your DOD certificate.

The JCCS web page is displayed.

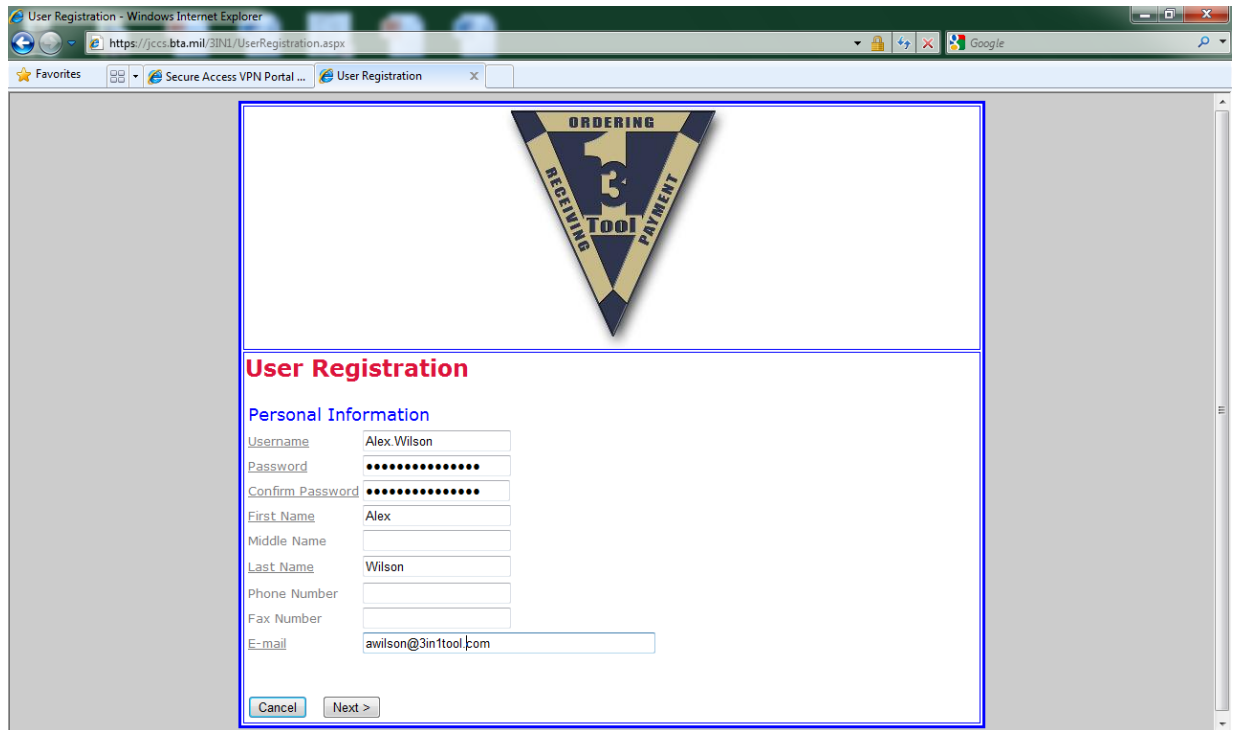


JCCS Web Page on CAC-Enabled Systems

4. Select **3in1** from drop-down list.
5. Click the green arrow beside **New User?**



6. The first of several registration screens is displayed. Fill in the registration screens that prompt you for personal information, security questions, and initial assignment. These screens are identical to those described earlier, used when registration is launched by clicking the Register button on the Workstation *Logon* dialog box.



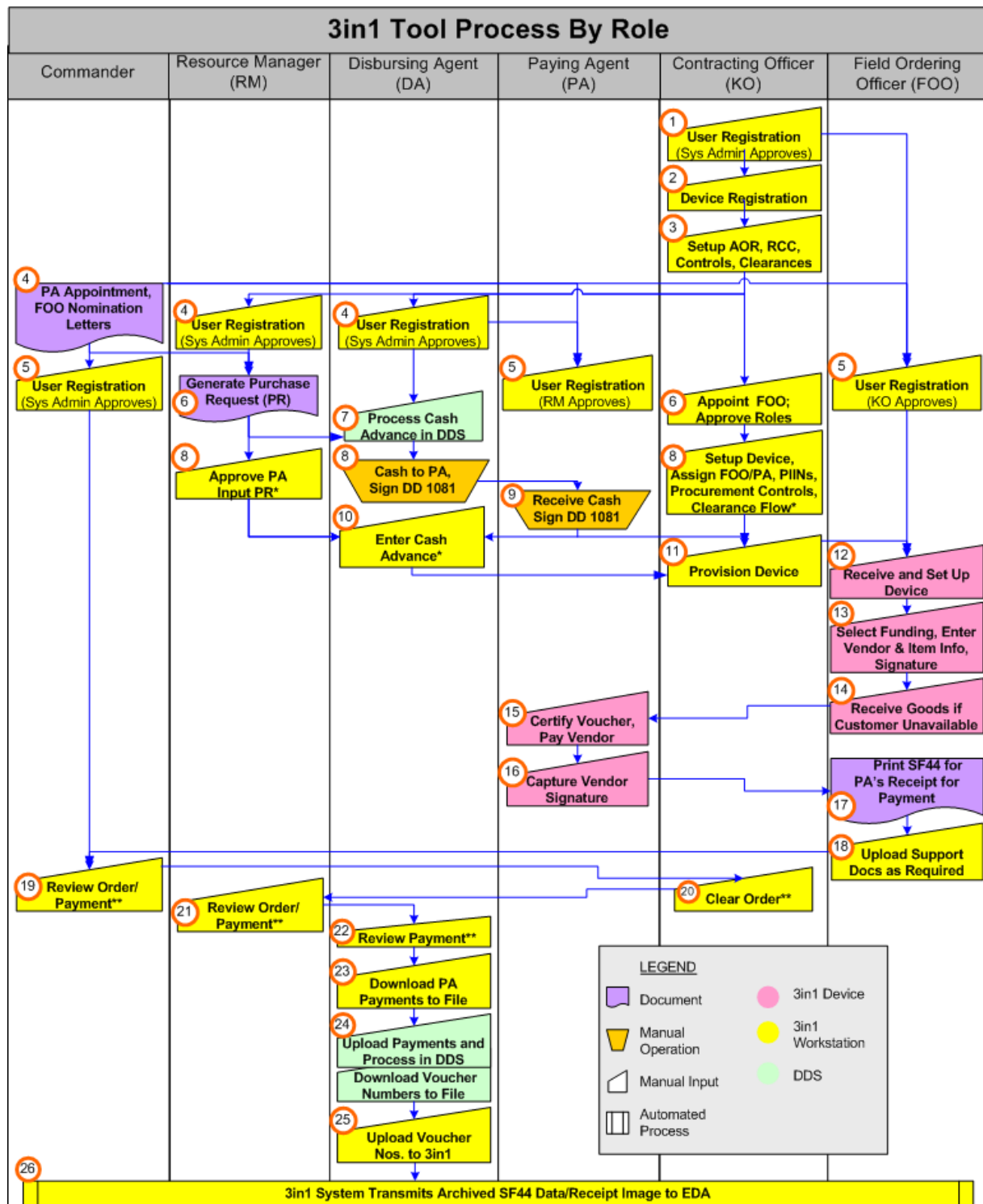
The screenshot shows a web browser window titled "User Registration - Windows Internet Explorer" with the address bar displaying "https://jccs.bta.mil/3in1/UserRegistration.aspx". The browser's Favorites bar includes "Secure Access VPN Portal ..." and "User Registration". The main content area features a large blue and yellow triangular logo at the top with the text "ORDERING", "RECEIVING", "3in1 TOOL", and "PAYMENT". Below the logo, the heading "User Registration" is displayed in red. Underneath, the "Personal Information" section contains the following fields: Username (Alex. Wilson), Password (masked with dots), Confirm Password (masked with dots), First Name (Alex), Middle Name (empty), Last Name (Wilson), Phone Number (empty), Fax Number (empty), and E-mail (awilson@3in1tool.com). At the bottom of the form are "Cancel" and "Next >" buttons.

**Web-based User Registration – Personal Information Screen**

A message confirms a successful registration after you have completed the Personal Information, Security Questions, and Initial Assignment Request screens. After an authority approves your role, you may start using the 3in1 Workstation.

## Role-Based Access to 3in1 Workstation Features

Some 3in1 Workstation features are available to only those users who are assigned a specific role. For example, any role can access the Reports feature, but only a Contracting Officer can issue mass PIIN blocks. The following figure provides a list of 3in1 tasks that are performed by each role in the 3in1 Workstation.



\* The RM/DA/KO updates financial/procurement information in the Workstation as needed. All updates are downloaded to the device when connected to the network.

**\*\*The sequence or number of reviewing personnel or offices can be tailored by RCC.**

\*\*\*DDS=Deployed Disbursing System (Note: If DDS is not used, 23 and 24 can be omitted and voucher numbers can be manually entered.)



## Lesson Summary

In this lesson, you learned to:

- ☐ Register new users in the 3in1 Tool Workstation
- ☐ Identify various roles used in the Workstation
- ☐ Identify the features that can be accessed by each role
- ☐ Request a role assignment for a new user
- ☐ Upload supporting documents for a new user

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## Module 3: Application Familiarization

### Lesson 1: Navigating the 3in1 Workstation Application

#### Objectives

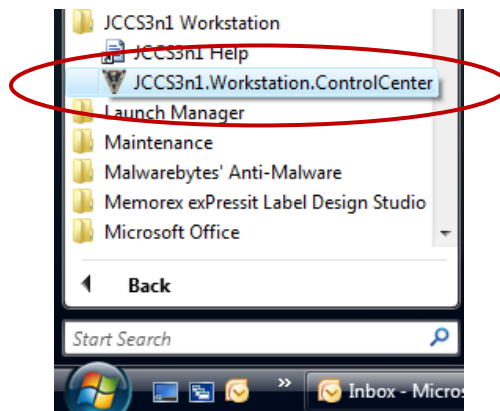
After completing this lesson, the participant will be able to:

- ☐ Log in to the 3in1 Tool Workstation using a valid username and password
- ☐ Log in to the 3in1 Workstation using a Common Access Card (CAC)
- ☐ Navigate the 3in1 Tool Workstation main menu
- ☐ Retrieve/reset a forgotten password
- ☐ Change a user password on the 3in1 Workstation
- ☐ Contact the system administrator to obtain a temporary password if the user is locked out of the Workstation

#### Log in to the 3in1 Tool Workstation

To log in to the 3in1 Tool Workstation:

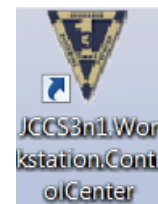
1. In the Windows tool bar, select **Start, All Programs, 3in1 Tool Workstation**. Double-click **3in1 Tool Workstation**.

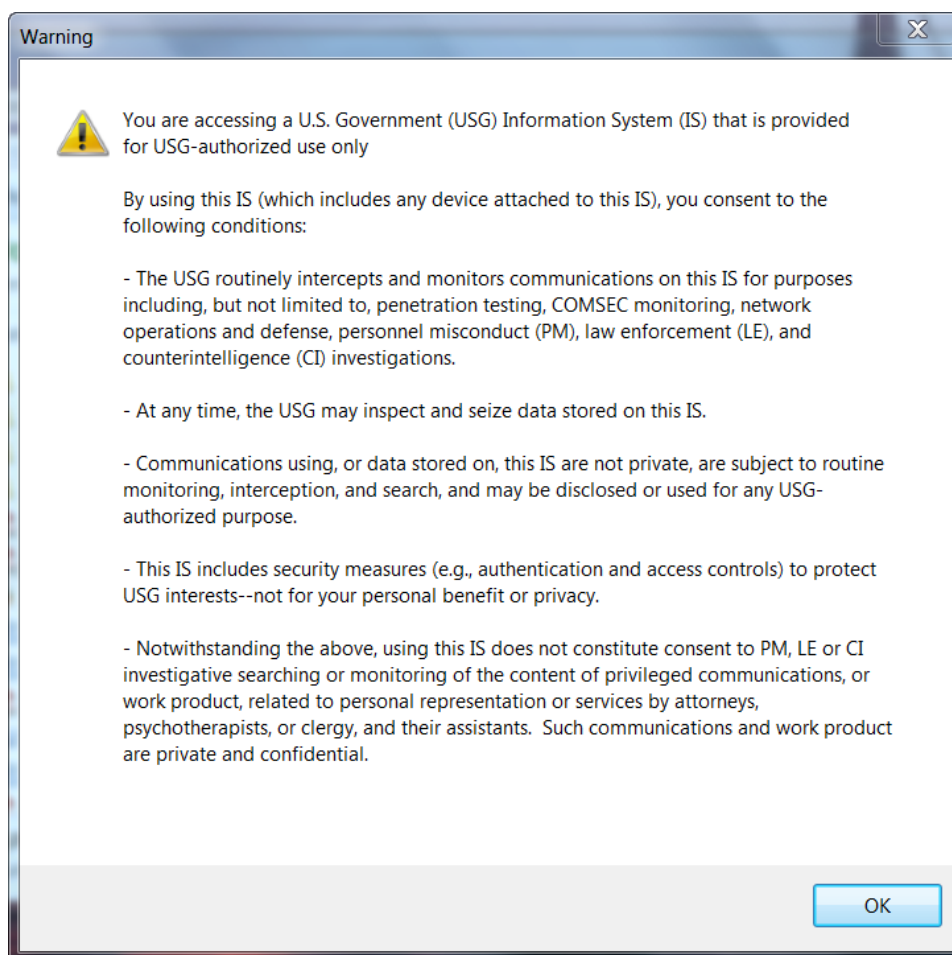


**Start, All Programs, 3in1 Tool Workstation**

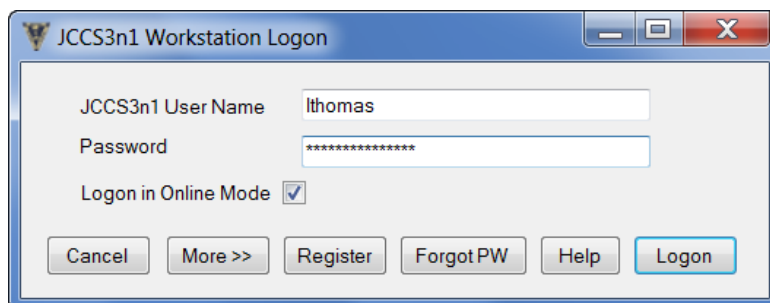
Alternatively, double-click the 3in1 Tool Workstation shortcut icon on your desktop, if it has been set up.

2. Click OK on the initial warning screen concerning authorized use of this U.S. Government Information System.





3. Enter your user name and password on the *Logon* window. (The user name and password are created during registration, which is explained in *Lesson 1: Registering New Users*.)
4. Click the **Logon** button.



**3in1 Tool Workstation Logon Window**

By default, the *Workstation Logon* dialog box is set for online mode, which means the Workstation will be connected to the 3in1 prime database. An Internet connection is required to work in online mode.

In situations where your connection is unreliable, you may want to purposely work offline and control when you go online to update your information. Switch between online and

offline mode using the **File, Connection Status** command, which is explained in *Module 3: Application Familiarization, Lesson 2: Going Offline with the 3in1 Workstation*.

The 3in1 Tool Workstation main menu is displayed in a new window.

### ***Login Rules***

The following rules govern login procedures for the 3in1 Tool Workstation:

- A valid user name and password must be entered
- A user may make three (3) consecutive invalid login attempts during a 20 minute time period. After the third invalid attempt, the user is locked out for 20 minutes, after which he or she can try to log in again.
- After the 20 minute denied access period, if the user tries to log in using invalid credentials, three consecutive times, the user will be locked out permanently until the account is unlocked by the system administrator/help desk technician.

**Note:** The number of invalid attempts resets after the 20-minute period.

Users who become locked out of the Workstation should ask the 3in1 system administrator to temporarily reset their password. The system administrator will reset the password and send a temporary password to the user. The temporary password can only be used once and the user will be forced to reset their password. They should also reset their three security questions.

### **Logging in using a CAC**

Users now have the option of logging into the 3in1 Workstation with their Common Access Card (CAC), after registering it with the 3in1 system. If your CAC is not yet registered with the 3in1 system (or you need to change your CAC information in 3in1), see the subsection CAC Workstation Registration.

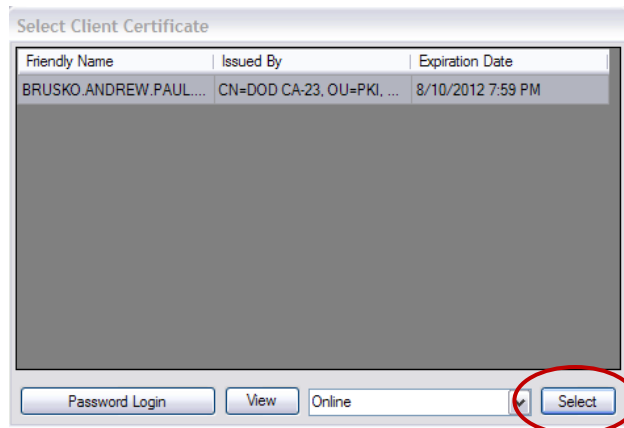
After opening the 3in1 Workstation application, and passing the initial warning screen, CAC users will see the Select Client Certificate screen.

#### **To log in to the 3in1 Workstation using a CAC:**

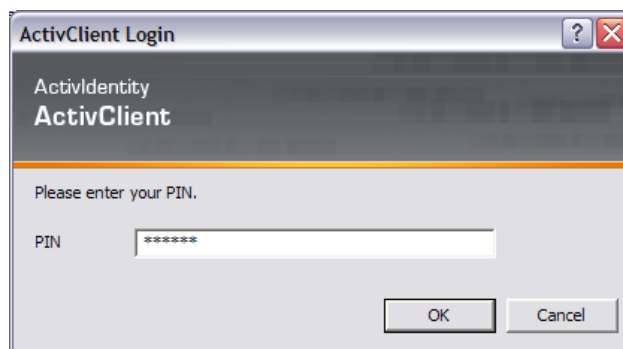
1. Ensure that the CAC is properly inserted into the card reader.
2. Double-click the 3in1 Tool Workstation icon on your desktop.

After opening the 3in1 Workstation application, and passing the initial warning screen, CAC users will see the *Select Client Certificate* screen.

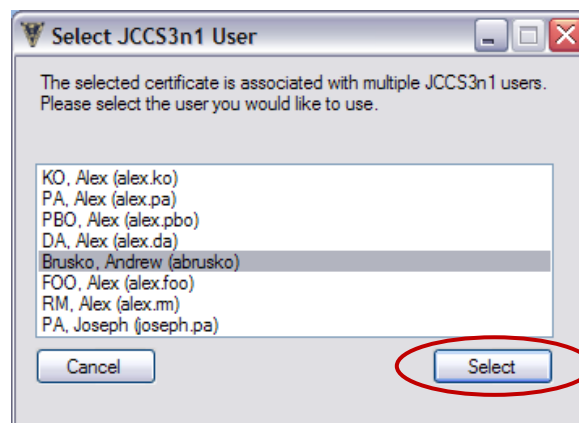
3. Choose a certificate from the *Select Client Certificate* screen. Click the **Select** button.



4. Enter the PIN for the CAC. Click Ok.



5. In general, a CAC will only be associated with a single 3in1 user. Select a user from the list, then click the **Select** button.

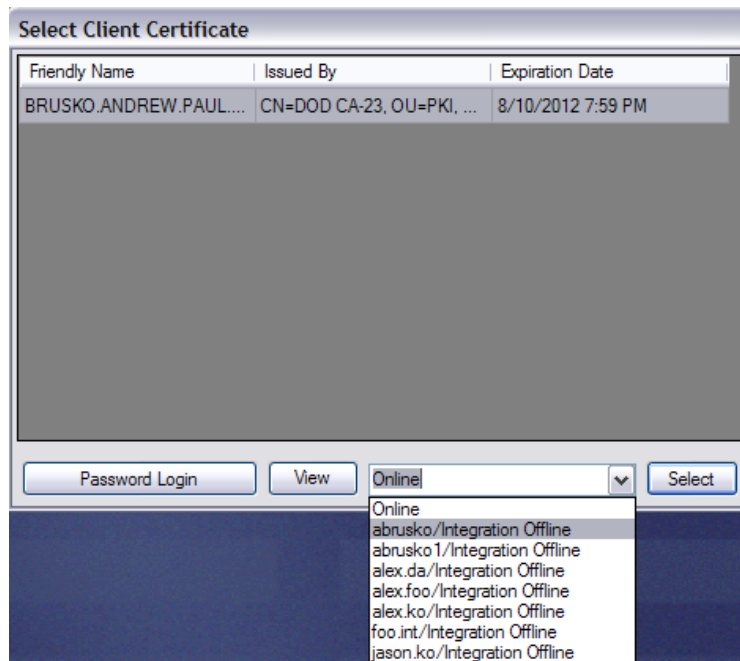


6. You are logged into the 3in1 Workstation under the selected user.

### ***CAC Login Options***

If you do not want to log in to 3in1 with a CAC, simply click the **Password Login** button on the *Select Client Certificate* screen. You can also view certificate details of the selected CAC certificate by clicking the **View** button.

By default, the 3in1 system defaults the login to “Online” on the *Select Client Certificate* screen. To log in to an offline replica with your CAC, select an offline replica from the dropdown menu, as shown below.

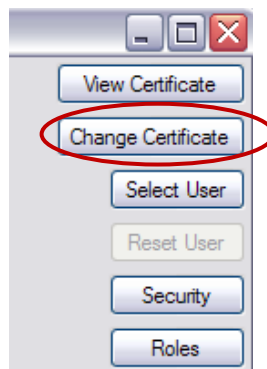


Choose to work online or offline using the drop-down options

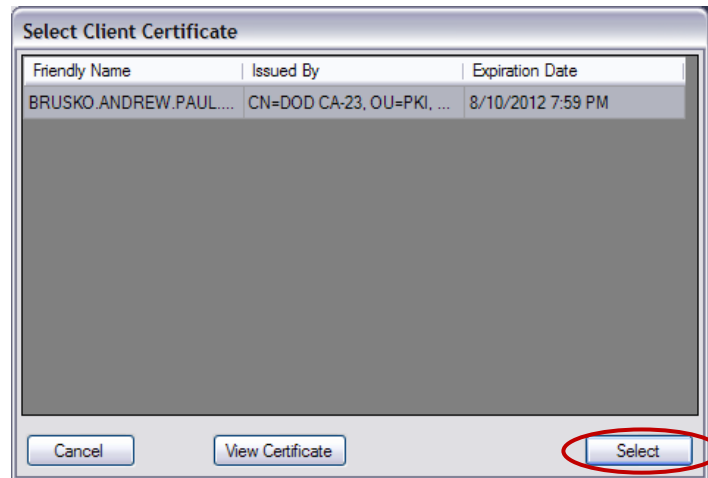
### ***CAC Workstation Registration***

Follow the steps below if your CAC is not yet registered with the 3in1 system (or you need to change your CAC information in 3in1), and you are a registered user in the 3in1 system (you have a username/password):

1. Ensure your CAC is inserted into the card reader.
2. Log in to the 3in1 Workstation using your username/password.
3. Select **File, Profile Management, User Profile** from the main menu.
4. On the *User Profile* screen, click the **Change Certificate** button.

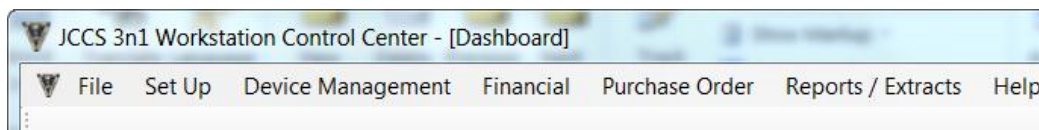


5. Select the client certificate, then click the **Select** button. Enter your CAC PIN if prompted.



Your current CAC information will now be registered with the 3in1 system, allowing you to log in with your CAC in the future.

## 3in1 Tool Workstation Main Menu



**3in1 Tool Workstation Main Window**

The 3in1 main menu options are listed along the top of the Dashboard. Simply click a menu option and then select from the submenu. The feature opens in a new window. It is possible to open multiple windows so you can quickly move between features.

The following is an overview of the key features listed on the main window. Each will be explained in subsequent lessons.

**File:** Change or verify connectivity mode; attach documents to PRs or users; upload cleared purchase orders; manage user and unit profiles; register new users; and exit the 3in1Tool Workstation application

**Set Up:** View AORs and associated offices, manage user roles, view procurement control policies, and review default clearance administration

**Device Management:** No features under this are available to an RM or DA

**Financial:** Review or manually add purchase requests; disburse funds; update, close or cancel purchase requests; and exchange data with DDS

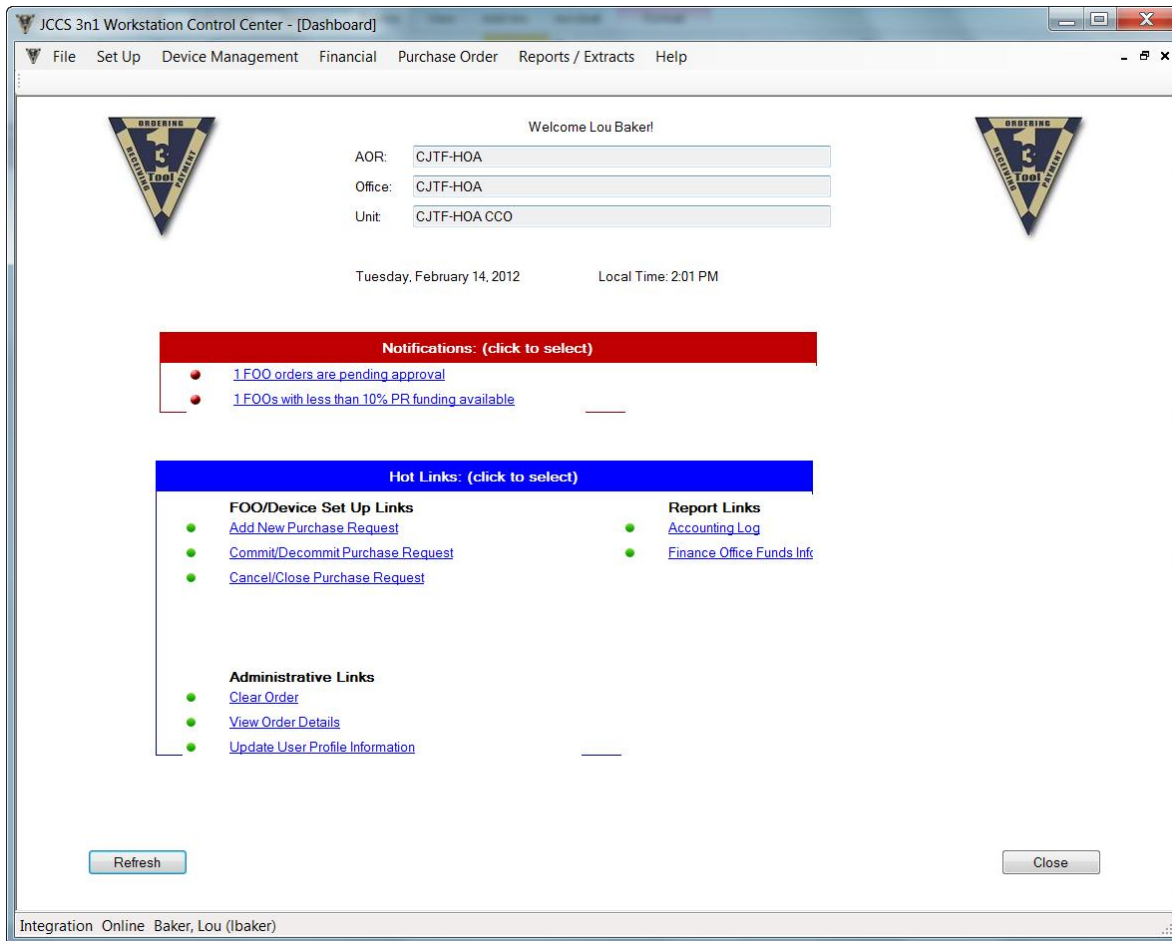
**Purchase Orders:** Look up and clear POs; and view FOO shopping lists

**Reports:** Select from a list of standard reports and produce them in different formats; download orders/vouchers by FOO/PA for backup

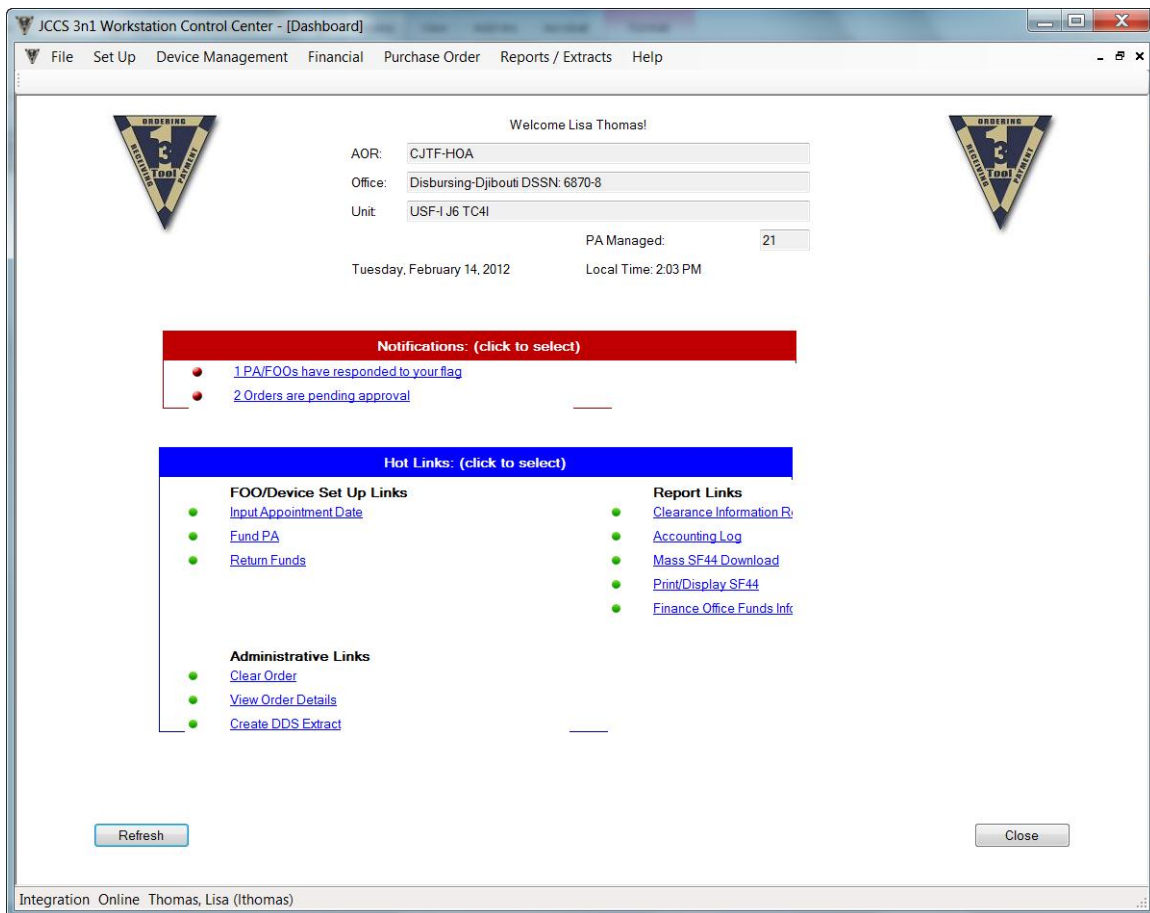


## Dashboards for Resource Managers and Disbursing Agents

When a Resource Manager (RM) or Disbursing Agent (DA) logs in to the Workstation, there is an option to display the *Dashboard*, in addition to the main menu explained above. The *Dashboard* is customized for each user. The top portion displays your assigned AOR, office and unit. In addition, the number of units and PAs that you manage are displayed.



**Dashboard for Resource Manager**



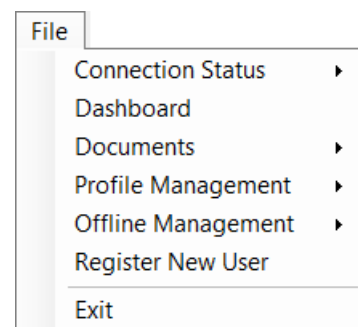
### Dashboard for Disbursing Agent

The **HOT LINKS** section provides clickable shortcuts to frequently used Workstation features for a DA. For example, click **View Order Details** in the **Administrative Links** section to go directly to the *Purchase Order* window.

Review the **Notifications** section for recent updates, such as the number of FOOs who have responded to clearance flags, the number of orders pending approval, or number of FOOs or PAs who have less than 10% cash available. Click a notification to go directly to the relevant area of the program. For example, to clear pending purchase orders, click the “x Orders are pending approval” notification. You can then select from a list of FOOs with one or more pending orders and then go to the *Clear Purchase Order* screen.

To update the *Dashboard* at any time, click the **Refresh** button in the bottom left corner. You may leave the *Dashboard* open while accessing other areas of the program using the menu bar. To close the *Dashboard*, click the **Close** button in the bottom right corner. To re-open the *Dashboard*, select **File, Dashboard**.

Displaying the *Dashboard* is optional. To change this setting, go to **File, Profile Management, User Profile**. See *Module 3: Application Familiarization, Lesson 3: Managing User Information*.



## Workstation Software Updates

Each time that a user logs in to the Workstation, the application automatically checks for software updates; a status box is displayed while the checking occurs. Software updates are performed automatically and do not require any action on the user's part.

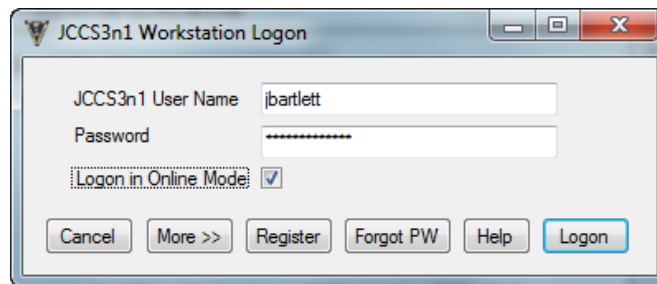
## Forget Your Login Password?

If you forget your login password, click the **Forgot Password** button (on the Logon window). You will be asked the three security questions which were answered during the user registration process. If you provide correct answers to all three questions, you can retrieve/reset the password yourself. If you cannot correctly answer the three questions, after three attempts, the system administrator will have to reset the password.

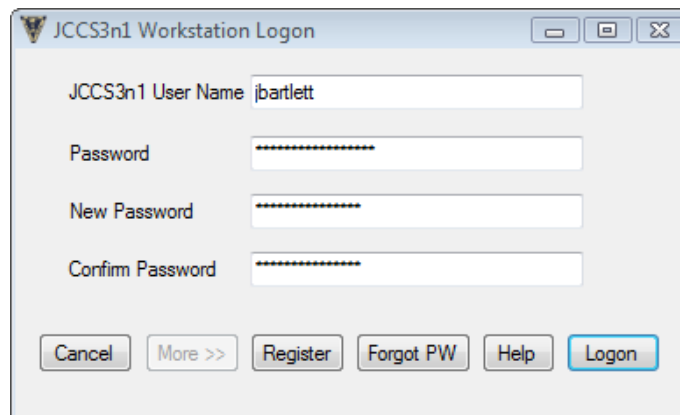
## Changing Your Login Password

**Any Workstation user can change his or her Workstation login password using the following steps:**

1. Start the 3in1 Workstation.
2. In the *Logon* window, type your user name and current password.



3. Click the **More** button to display the **New Password** fields.
4. Type the new password twice.



5. Click the **Logon** button. A confirmation dialog indicates the password change was successful.

## ***Password Rules***

The following rules apply to creating passwords in the 3in1 Tool Workstation.

- Passwords must contain a minimum of 15 characters:
  - Include at least one uppercase alphabetic character
  - Include at least one lowercase alphabetic character
  - Include at least one non-alphanumeric (special) character
- When resetting passwords:
  - The new password must be different from the previous 10 passwords used
  - A user can change a password only once in a 24-hour period
  - Users are forced to change their passwords after 60 days
- Additional password rules:
  - Only the affected user and administrator can change user's password
  - An administrator can change passwords at any time

## **Lesson Summary**

In this lesson, you learned to:

- ☐ Log in to the 3in1 Tool Workstation using a valid username and password
- ☐ Log in to the 3in1 Workstation using a Common Access Card (CAC)
- ☐ Navigate the 3in1 Tool Workstation main menu
- ☐ Retrieve/reset a forgotten password
- ☐ Change a user password on the 3in1 Workstation
- ☐ Contact the system administrator to obtain a temporary password if the user is locked out of the Workstation

## Lesson 2: Going Offline with the 3in1 Workstation

### Objectives

After completing this lesson, the participant will be able to:

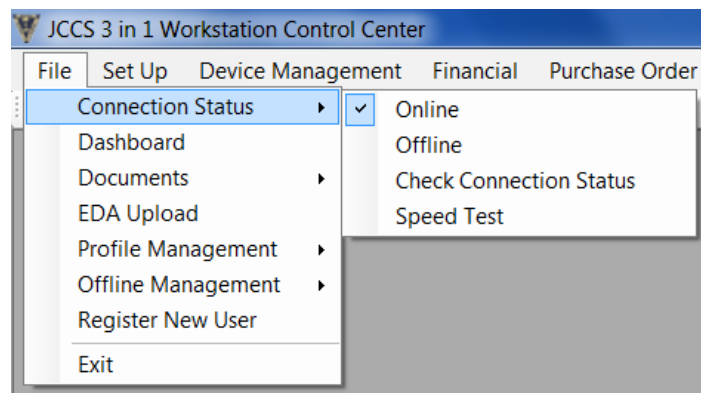
- ☐ Describe the differences between working online and offline using the 3in1 Tool Workstation
- ☐ Change from working online to working offline for the first time
- ☐ Subsequently switch between working in Online and Offline modes

### Working Online or Offline

The 3in1 Tool Workstation application can run standalone (offline) or connected to the 3in1 prime database. An Internet connection is required to work in online mode. However, you can work offline and then upload your work to the 3in1 prime database when a connection can be established. In situations when your connection is unreliable, you may want to purposely work offline and control when you go online to update your information.

**Note:** A pre-requisite for working offline is to initialize the local 3in1 Workstation database on your computer.

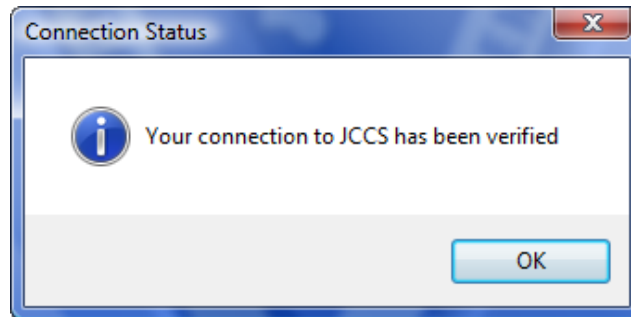
To check your current connection status, select **File, Connection Status**. The checkmark indicates whether you are working online or offline. The connection status is also displayed in the bottom left corner of the screen.



File, Connection Status Menu

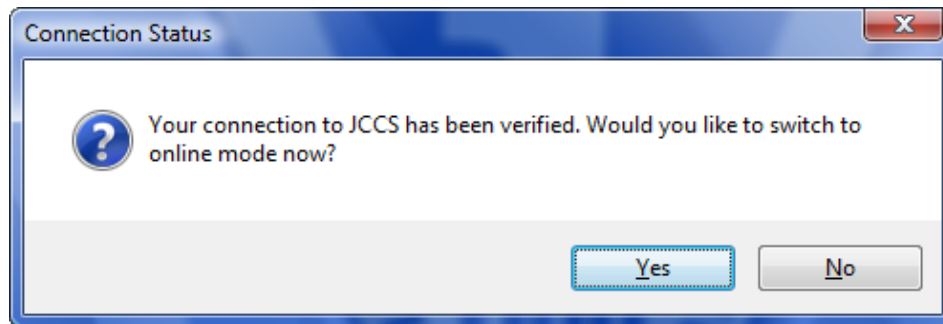
### Checking Your Connection to the 3in1 Workstation

To verify a connection to the 3in1 prime database, select **File, Connection Status, Check Connection Status**. If a connection to the 3in1 Workstation exists and you are already online, the following message is displayed.



Connection Status Dialog Box

If you are working offline and a connection to the 3in1 prime database can be made, the following dialog is displayed. Click **Yes** to switch online. See the *Going Back Online* section for additional steps to synchronize data between your computer and the 3in1 prime database.



Connection Status Dialog Box

### ***Checking Your Synchronization Settings***

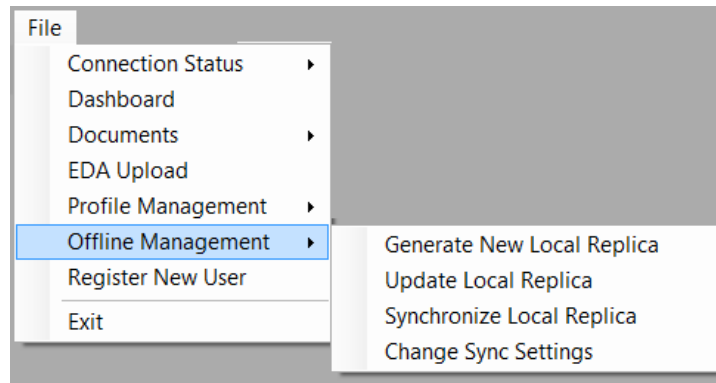
To ensure data is synchronized between your computer and the 3in1 prime database, check your personal data synchronization settings before working offline. Select **File, Profile Management, User Profile**. See *Module 3: Application Familiarization, Lesson 3: Managing User Information* for more information.

### ***Working Offline for the First Time***

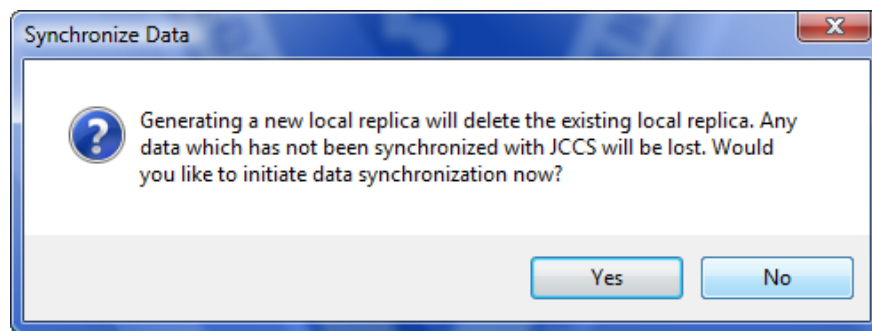
Switching from online to offline mode requires creating a copy of relevant data from the 3in1 prime database on your computer, called a **local replica**. The process is slightly different the first time that you switch from online to offline mode.

Follow these steps the first time that you change from working online to working offline.

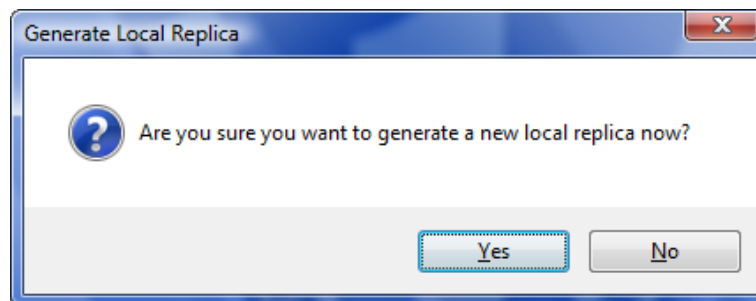
1. While working online, select **File, Offline Management, Generate New Local Replica**.



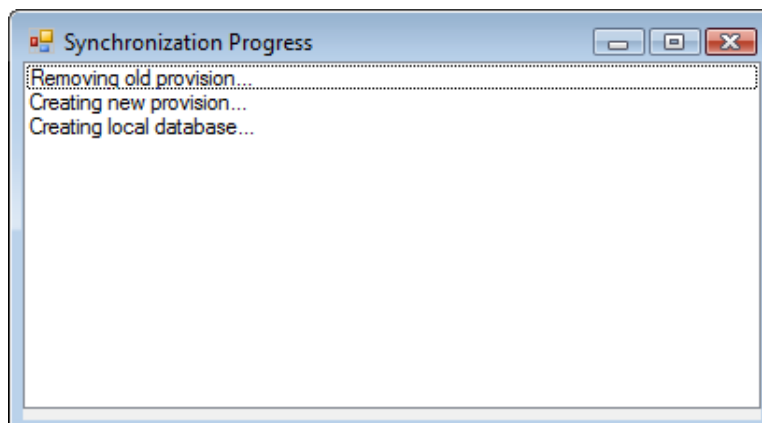
2. In the following dialog box, select **No** because there is no existing replica to synchronize, since this is the first time you are going to work offline.



3. In the following dialog box, click the **Yes** button.



A new window opens so you can follow the progress of generating a new local replica on your computer. When the process is complete, close the window.



4. Select **File, Connection Status, Offline**.

You may now start working offline.

### ***Going Back Online***

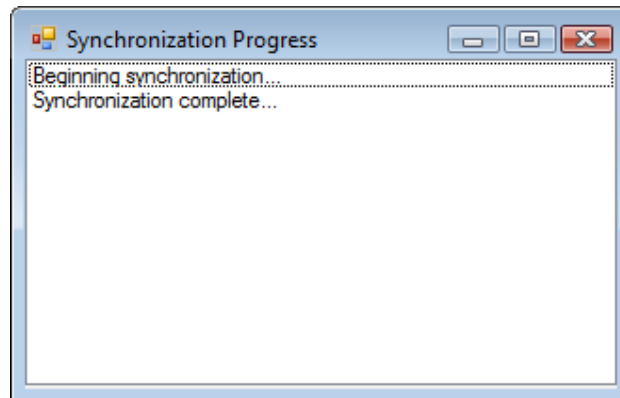
If you work offline for a while, then want to switch to working online, you must synchronize your local database with the 3in1 prime database to upload changes to the 3in1 prime database.

1. Select **File, Connection Status, Online**.

Now you need to upload to the 3in1 prime database all the data that you worked on while offline.

2. Verify that you have a working Internet connection.
3. Verify you are in Online mode. Select **File, Connection Status, Online** (should have a checkmark).
4. Select **File, Offline Management, Synchronize Local Replica**.

A new window opens, displaying the synchronization process in progress. The synchronization is bi-directional, meaning data from your local database is uploaded to the 3in1 prime database and data from the 3in1 prime database is downloaded to your local database.



5. A message is displayed when synchronization is complete. Close the window. You may continue working online.

### ***Going Back Offline***

Earlier instructions were provided for working offline for the first time. The steps are different if you have already worked offline once, then switched to working online, and subsequently want to switch back to working offline. You need to delete the existing replica and replace it with a more current database before going offline.

Follow these steps to switch from online to offline mode:



1. While still working online, select **File, Offline Management, Synchronize Local Replica**. This updates your local database with the most current data from the 3in1 prime database.
2. Select **File, Connection Status, Offline**.

You may start working offline.

When you are ready to work online again, follow the steps above in *Going Back Online*.

## Tips for Working Offline

The following role-based limitations apply when working offline:

Reviewers (KO, RM, and DA) can view:

- Information relevant to only their assigned AORs and Offices.
- Financial information for only those users assigned to the reviewer's AOR and Office
- Only the purchase orders in their clearance queues. They cannot look up other purchase orders.

Reports that are run in offline mode include only the information that is in the reviewer's local replica. It will not include information about any POs that were not in the reviewer's clearance queue when he/she went offline.

Users will have to synchronize data every time they make a change. Any changes to provisioning a device, financial administration, or order clearance will not be sent to the device until users go online and synchronize with the prime database.

## Offline Conflict Resolution

When you work offline for a while, then re-connect to the 3in1 prime database, the system needs to synchronize your changes with the prime database, which may contain changes that were made since you went offline.

While it is not feasible to cover every scenario that may occur, clearance conflicts are the most likely. Specifically, if multiple users in the same clearance flow go offline and work on the same orders, then go back online at different times, with conflicting approval/disapproval of the same orders, the 3in1 system will resolve the conflict automatically and notify affected users.

As a general rule, the 3in1 system will give precedence to the Disapproved/Flagged command over the Approved command, and will return an order to the clearance level where the conflict originated.

Assume User 1 and 2 are in the same clearance flow. Both have the same clearance level and an order in their clearance queues. Both users create a local replica and go offline.

User 1 approves the order while offline, and then synchronizes when she goes back online a day later. The order moves to the next clearance level in the prime database.

User 2 disapproves the same order while offline, and then synchronizes when he goes back online a day after User 1 went back online.

This scenario will create a conflict in the 3in1 system. User 1 will receive an email stating that a conflict has been created regarding the specific purchase order. 3in1 will automatically resolve this conflict by negating User 1's approval (and any additional approvals made at higher levels of clearance for the order) and will return the order to User 1 and User 2's clearance level, and mark it as Disapproved. User 1 will receive another email when this conflict has been resolved.

To take the scenario farther, if other users in the clearance flow approved the order after User 1 went online, but before User 2 went back online, they will each receive two emails; one notifying them of the conflict, and another informing them of the conflict resolution. These users do not need to take any action, because the system resolved the conflict automatically.

After resolving the conflict, the system handles the order normally, and requires the order to be approved before sending it to the next level of clearance.

It is recommended that all users involved in the clearance process synchronize their offline replica to obtain the latest information regarding the conflict resolution that happened on the server. The latest result of conflict resolution that was created by the server will be available in online mode, but individual users are responsible for synchronizing their offline replicas and keeping them up-to-date.

## Lesson Summary

In this lesson, you learned to:

- ☐ Describe the differences between working online and offline using the 3in1 Tool Workstation
- ☐ Change from working online to working offline for the first time
- ☐ Subsequently switch between working in online and offline modes

## Lesson 3: Managing User Information

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Edit user information on the User Profile window
- ☐ Change a unit assignment
- ☐ View a user's certificate
- ☐ Choose to receive email notifications within the 3in1 system
- ☐ View user role assignments using the Manage Users feature

### Accessing User Profile Information

Users can access their account information by selecting **File, Profile Management, User** from the main menu. The *User Profile* window opens.

Your user information is displayed by default. You may edit most of the fields. Start by clicking the **Edit** button at the bottom of the screen.

The screenshot shows the 'User Profile' window with the 'User Information' tab selected. The window contains a form with the following fields and controls:

- Username:** lbaker
- First Name:** Lou
- Middle Name:** (empty)
- Last Name:** Baker
- Service Agency:** Contractor (dropdown menu)
- Rank:** STR (dropdown menu)
- Phone Number:** (empty)
- Fax Number:** (empty)
- Email:** lbaker@apr.com
- Unit:** CJTF-HOA CCO (N3654A) with a 'Change Unit' button next to it.
- Appointment Date:** (empty)
- Redeployment Date:** (empty)
- Termination Date:** (empty)
- Checkboxes:**
  - Receive Email Notifications
  - Allow Device Originated Cash Advance
  - Load Dashboard On Start
- Buttons on the right:** View Certificate, Change Certificate, Select User, Reset User, Security, Roles, Subscriptions.
- Buttons at the bottom:** Close, Edit, Delete, Save.

User Profile Window

## Editing User Information

Edit user contact information as well as the security questions used when users forget their login passwords. Add **Appointment**, **Deployment**, and **Termination Dates** in the fields provided. The suggested date format is *mm/dd/yyyy*.

## Enabling Email Notifications

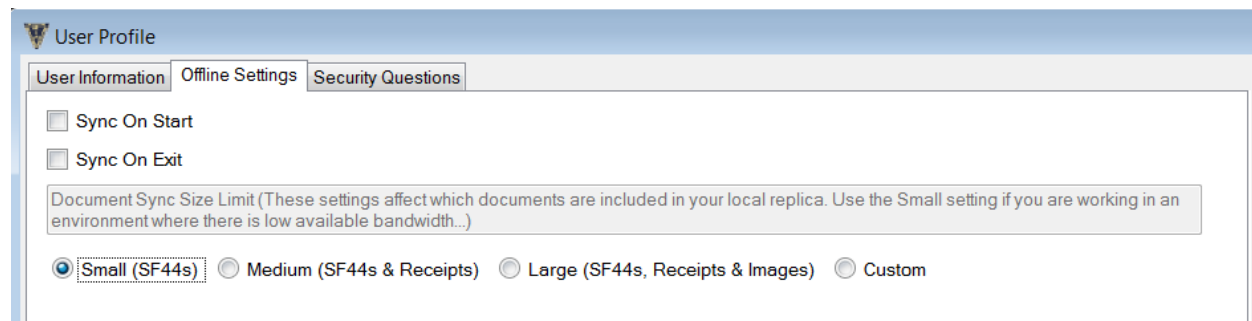
Mark the **Receive Email Notifications** checkbox to receive emails generated by the 3in1 system during the clearance process. When one reviewer finishes and approves a PO, it is sent to the next reviewer's queue, based on the clearance configuration that has been established using the Provision Device feature. Typically, a notification email is sent to the next reviewer. A valid email address must be provided on the User tab, and the **Receive Email Notifications** check box must be marked. If it is unmarked, the user will not receive 3in1 system-generated emails.

## Load Dashboard on Start

To display the Dashboard upon user login, mark the **Load Dashboard on Start** checkbox. Leave it unmarked to display only the Workstation main menu. Dashboards display status messages and clickable shortcut links for users who have the role of Disbursing Agent (DA) or Resource Manager (RM). For more information about *Dashboard* content, see *Module 3: Application Familiarization, Lesson 1: Navigating the 3in1 Workstation Application*.

## Synchronizing Options

The Synch check boxes on the *Offline Settings* tab determine how data on your computer is synchronized with the 3in1 prime database, in the event that you work offline and then return to work online. Offline/online modes are explained in *Module 3: Application Familiarization, Lesson 2: Going Offline with the 3in1 Workstation*.



**User Profile Offline Settings Tab**

**Sync on Start** – Synchronize data immediately after logging in to the Workstation.

**Sync on Exit** – Synchronize data after logging out of the Workstation

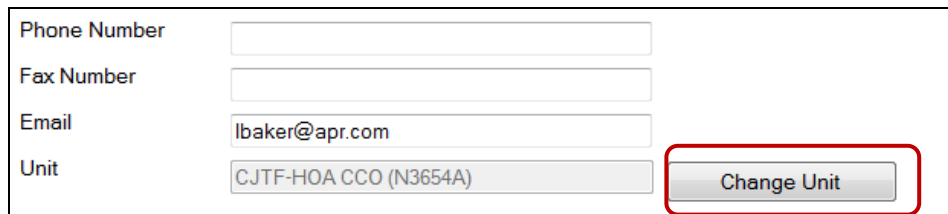
**Document Sync Size Limit** – These options allow users in low bandwidth areas to decrease the time it takes for their local replicas to synchronize by including only certain items in their local replicas. It is recommended that users with low bandwidth choose

Small, or select Custom (the default is 200 kilobytes). Users in areas without major bandwidth constraints should choose Large.

- **Small** - Includes only SF44s in local replica
- **Medium** - Includes SF44s and receipts in local replica
- **Large** - Includes SF44s, receipts, and images in local replica
- **Custom** - Includes documents equal to or smaller than the entered document size limit (in kilobytes) in local replica

### ***Changing the Unit Assignment***

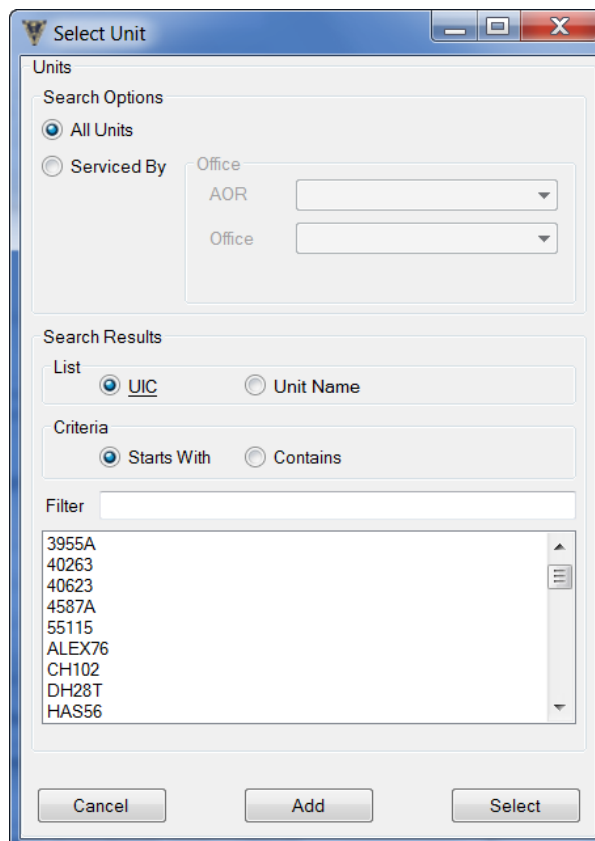
If you need to change your unit assignment, click the **Edit** button at the bottom of the *User Profile* window, then click the **Change Unit** button.



The image shows a portion of a user profile window. It contains four input fields: 'Phone Number', 'Fax Number', 'Email' (containing 'lbaker@apr.com'), and 'Unit' (containing 'CJTF-HOA CCO (N3654A)'). To the right of the 'Unit' field is a button labeled 'Change Unit', which is highlighted with a red rectangular border.

**User Profile Window – Change Unit Button**

This opens the *Select Unit* window. Use the filter settings to narrow your search for the appropriate unit. Select a unit in the results box, then click the **Select** button.



The image shows the 'Select Unit' window. It has a title bar with standard window controls. The window is divided into several sections: 'Units' (with a search icon), 'Search Options' (with radio buttons for 'All Units' and 'Serviced By'), 'Search Results' (with radio buttons for 'List' and 'Unit Name'), and 'Criteria' (with radio buttons for 'Starts With' and 'Contains'). Below these is a 'Filter' text box. A list of units is displayed in a scrollable area, including 3955A, 40263, 40623, 4587A, 55115, ALEX76, CH102, DH28T, and HAS56. At the bottom are three buttons: 'Cancel', 'Add', and 'Select'.

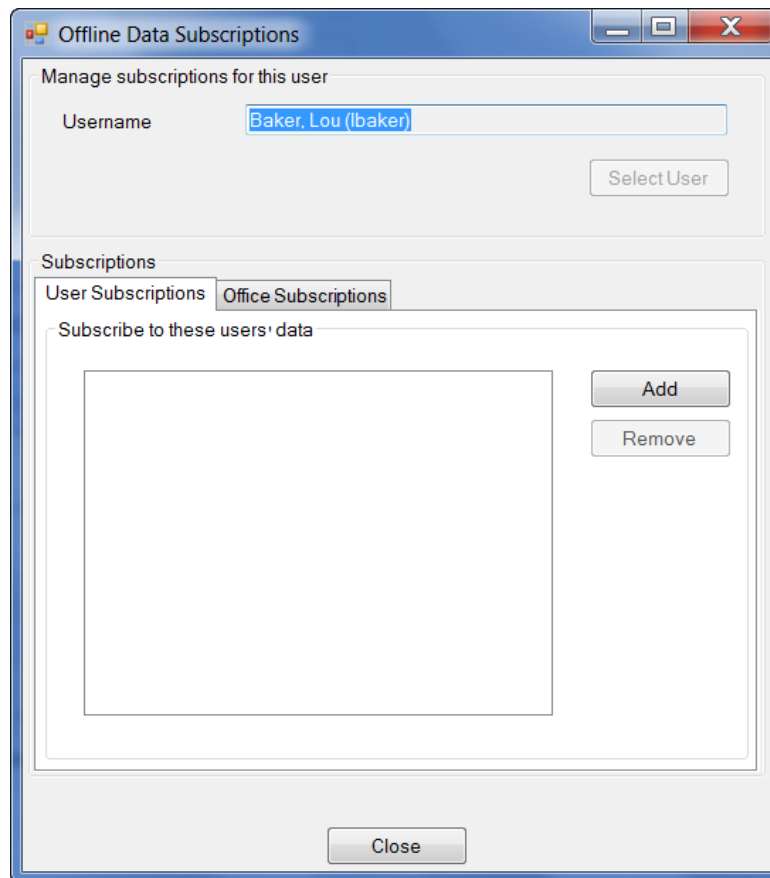
**Select Unit Window**

## Subscriptions

Use the **Subscriptions** feature if you need to download data belonging to other offices or users before going offline to work. All subscription data will be included in your offline database.

To add user and/or office subscriptions:

1. On the *User Profile* window, click the **Subscriptions** button. The *Offline Data Subscriptions* window is displayed.
2. On the **User Subscriptions** tab, click the **Add** button.



**Offline Data Subscriptions Window**

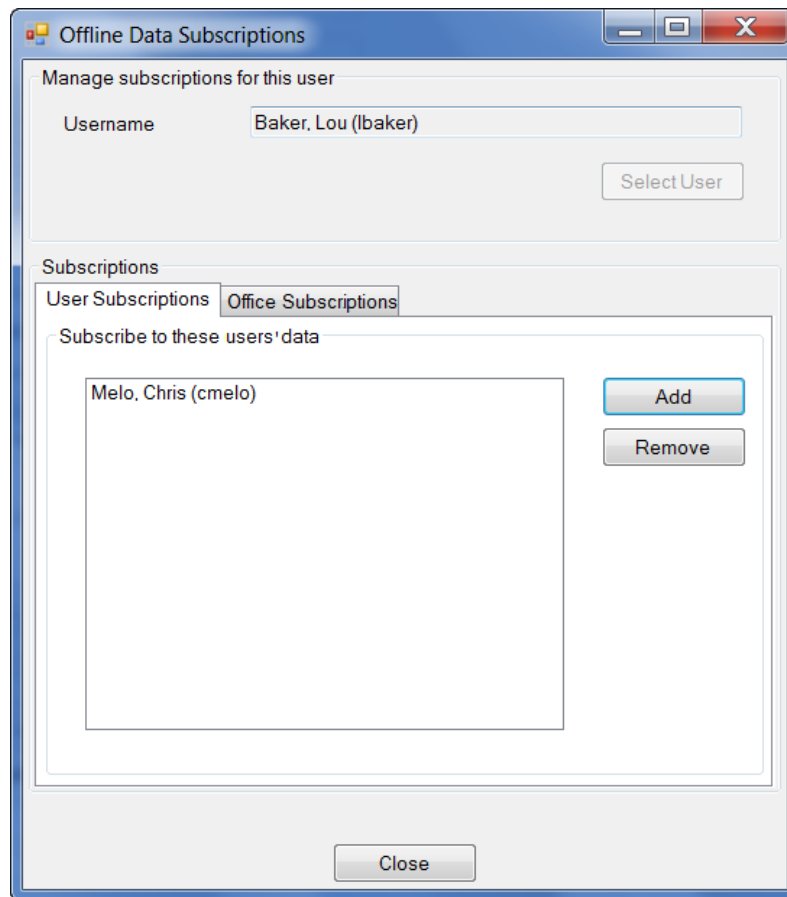
3. On the *Select User* window, select a user.

The screenshot shows a 'Select User' dialog box with the following sections:

- Search Options:**
  - ☐ By AOR/Office Assignment: Includes dropdowns for 'Assignment' (AOR) and 'Office', and a 'Search' button.
  - ☐ By Unit Assignment: Includes a dropdown for 'Assignment' (Unit) and a 'Select' button.
  - ☒ By Role: Includes a dropdown menu currently showing 'Paying Agent'.
  - ☐ All Users
- Search Results:**
  - Radio buttons for 'Starts With' (selected) and 'Contains'.
  - A 'Filter' text input field.
  - A list box containing the following users: Maxwell, Aaron (maxwell.a), Melo, Chris (cmelo), Miam, Ben (bmiam), Moore, Timothy (timothy.moore), O'Connor, Tanya (tanya), One, Marine (marine1), stewart, darlington (darlington.stewart), PA, Alex (alex.pa), Pa, Eric (eric.pa), Pa, Ez (ez.pa), PA, Jason (jason.pa), Pa, Jim (jim.pa).
- Buttons:** 'Cancel' at the bottom left and 'Select' at the bottom right.

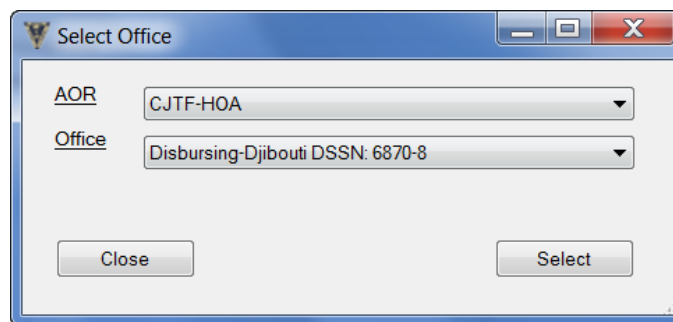
Select a user and click the Select button

The selected user is added to the **User Subscriptions** tab.



**Selected users' data will be downloaded when you go offline to work**

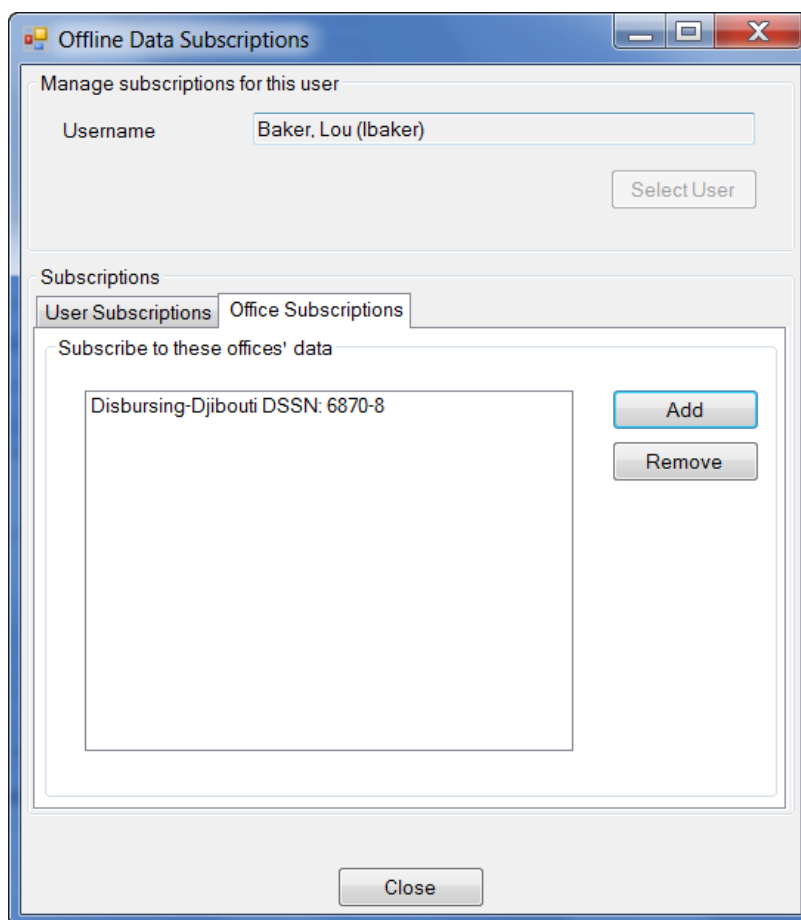
4. On the **Office Subscriptions** tab, click the **Add** button to select an office.
5. On the *Select Office* window, select an office from the drop-down list and then click the **Select** button.



**Select Office Window**

The selected office is added to the **Office Subscriptions** tab.





**Office Subscriptions Tab**

If you later need to delete a subscription, highlight the user or office name in the table and then click the **Remove** button.

### ***Other Profile Settings***

Other buttons that you may select are:

- **View Certificate** – Displays the user's digital signing certificate, if one exists.
- **Change Certificate** – Opens the *Select Client Certificate* window so you can select a different signing certificate for the user
- **Security** – Can only be accessed by a system administrator
- **Roles** – Opens the *Manage User Roles* window so you can view roles assigned to a user
- **Reset User** – Restores previously saved settings

On the *Security Questions* tab, you may change the three security questions that are used to confirm your identity in the event you forget your Workstation logon password.

Click the **Save** button at the bottom of the *User Profile* window to save your changes.

## Authorizing PAs to Add/Exchange Cash using the Device

The DA can authorize a Paying Agent to add a cash advance or exchange cash using the handheld device.

### To view the information for a different user:

1. On the *User Profile* window, click the **Select User** button. The *Select User* window is displayed.
2. Use the **Search Options** to locate the appropriate user, then click the **Select** button.

Select User Window

3. Returning to the *User Profile* window, click the **Edit** button to edit the user information.
4. Mark the **Allow Device Originated Cash Advance** check box. (If it is unmarked, the PA cannot initiate a cash advance from the device.)
5. Click the **Save** button.

**User Profile**

User Information   **Offline Settings**   Security Questions

Username: dbp.pa11   ☒ Receive Email Notifications

First Name: douglas   ☒ Allow Device Originated Cash Advance

Middle Name:   ☐ Load Dashboard On Start

**User Profile Window – Allow Device Originated Cash Advance Setting**

## View Role Assignments

You may view role assignments made to other users by selecting **Set Up, Manage User Roles**. The *Manage User Roles* window is displayed. Disbursing Agents and Resource Managers can approve new PAs who register themselves on the Workstation.

JCCS 3n1 Workstation Control Center - [Manage User Roles]

File   Set Up   Device Management   Financial   Purchase Order   Reports / Extracts   Help

User Roles

☐ By Role      Refresh

☒ By User   Melo, Chris   Select

☐ By AOR / Office   AOR:    Office:

User	Role	Office	Approved
Melo, Chris	Paying Agent	Disbursing-Djibouti D...	<input checked="" type="checkbox"/>
Melo, Chris	User	CJTF-HOA	<input checked="" type="checkbox"/>

Add   Edit   Delete

Close

Integration   Online   Baker, Lou (lbaker)

**Manage User Roles Window**

There are several ways to select a user: By role, By User name or By Office. Select a radio button, and then select a role, user name or AOR/Office combination. The table is updated to show the users who match the selected filter. View the user's assigned roles and offices. The **Approved** checkbox indicates whether the user has been approved for the role.

To approve a PA, mark the **Approved** checkbox. Click the **Close** button to close the window.

Later, if a PA is terminating his/her role, remove the individual's access privileges to 3in1 data by unapproving the role – unmark the Approved checkbox for the user. If required, ask the Contracting Officer to remove the PA from the device. Note that these actions should be performed only after the PA has completed all his/her duties.

## Lesson Summary

In this lesson, you learned to:

- ☐ Edit user information on the User Profile window
- ☐ Change a unit assignment
- ☐ View a user's certificate
- ☐ Choose to receive email notifications within the 3in1 system
- ☐ View user role assignments using the Manage Users feature

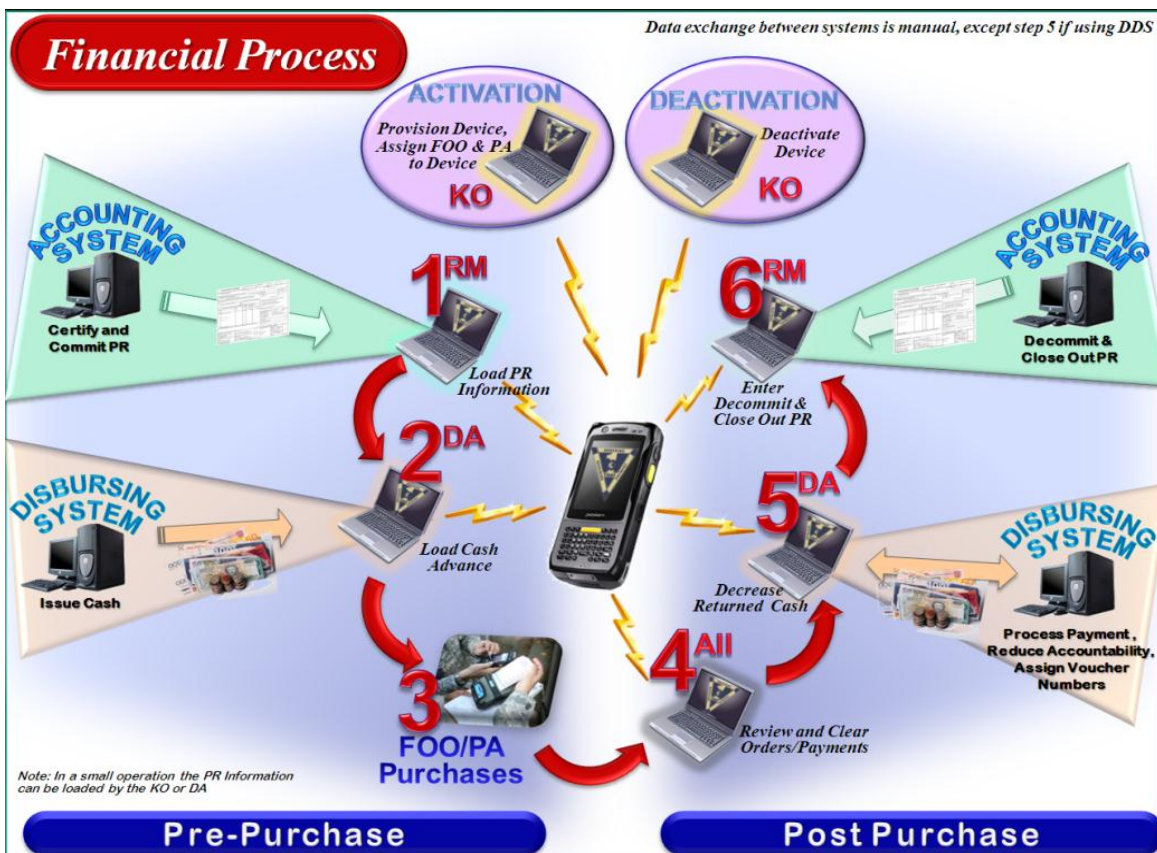
# Module 4: Issuing Purchase Requests and Cash Advances

## Lesson 1: Financial Process

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Explain the steps in the financial process for orders completed using the 3in1 device and Workstation
- ☐ Retrieve purchase requests, cash advances, and orders/payments using the *Financial Administration* window of the 3in1 Workstation



Financial Steps for the 3in1 Purchasing Process

### Introduction

In order for the FOO and PA to make purchases using the device, the system must have a purchase request loaded into the 3in1 Workstation. If the PA will use cash to make payments, then a cash advance must also be loaded into the system. Depending on the size of the operation, some of the steps within the 3in1 system may be accomplished by the

same person. For instance, if the RM is not onsite, the Disbursing Agent can load the PR information on the Workstation prior to issuing the cash advance.

The image above displays the typical financial steps for the 3in1 process. The actual purchase request certification and cash accountability actions are accomplished in the applicable accounting and disbursing systems. Key information from the PR and cash advance are then entered into the 3in1 Workstation (see steps 1 and 2) in order to complete the device activation process and allow the FOO and PA to make purchases and payments.

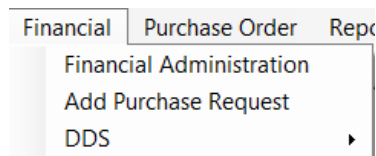
Typically, after a FOO and PA complete their purchases and all of their orders have been reviewed by the required offices, excess cash is returned to the Disbursing Agent and excess funds are decommitted from the PR, so the PR can be closed out. The official record of these actions is accomplished in the appropriate accounting and disbursing systems, then the 3in1 system is updated, as required, to complete the process and close out the PR (see steps 5 and 6).

If DDS is used, the DA should download the payment information from the 3in1 Workstation and upload it into DDS using the Computerized Accounts Payable System (CAPS) interface process. DDS will process the payments and issue the voucher numbers. The voucher number file then will be imported back to the 3in1 system, to assign the voucher numbers to the SF44s in the 3in1 system.

If DDS is not used, payments are processed in accordance with local policy in the appropriate disbursing system. Voucher numbers can be manually added to the 3in1 system after assignment in the external disbursing system.

## Financial Management Menu

Most of the financial functions are accomplished using the **Financial** menu. Most actions are accomplished using the *Financial Administration* window.



The *Financial Administration* screen is subdivided into three areas: 1) Purchase Request, 2) Cash Advance, and 3) Orders/payments.

1. After selecting the FOO/PA, their assigned PRs populate the top block of the *Financial Administration* window.
2. Click once on a PR to populate the cash advances in the middle window. Click the PR twice to open the *PR Administration* window.
3. Similarly, click once on a cash advance to display the orders/payments against that cash advance in the bottom window. Click a cash advance twice to open the *Cash Advance Administration* window.

**Financial Administration**

Financial User

Selected Financial User:

Select a Field Ordering Officer or Paying Agent

Refresh Purchase Request

**Purchase Requests**

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(US)	Available(US)	Total Disbursement Adjustments (USD)	Adjusted Available(US)	Line of Accounting
Open	CHPR767	Supplies	5/17/2012 12:43...	20,000.00	1,685.61	18,314.39	0.00000	18,314.39000	23423 2 3453 3453 34

**Cash Advances**

Click to see purchases on a cash advance. Double-Click to select a cash advance.

Financial Officer	Date Created	ID	Activity	Linked To	Advanced Amount (Local Currency)	Curr Code	Exchg Rate	Expended Amount (Local Currency)	Expended Amount (USD)	Available Amount (Local Currency)	Advanced Amount (USD)
Reed, Denise D...	5/17/2012 1:09 ...	273AA	Disbursement		5,000.00	USD	1	1,656.34	1,656.34	3,490.91	5,000.00
Reed, Denise D...	5/17/2012 1:09 ...	ABFF2	Disbursement		2,000,000.00	IQD	1777.4545	52,000.00	29.26	2,000,000.00	1,125.20

**Purchases**

Order Date	Order Status	PIIN Number	Total Cost	Amount Paid	Exchg Rate	Curr Code	Ordered By Person	Received By Person	Paying Agent	Seller	Comment
5/25/2012	Ordered	W12XYZ12MA...	25,000.00	0.00	1,777.45	IQD	Jerry King		Larry Wood	Aziz Construction	
5/30/2012	Ordered	W12XYZ12MA...	2,000.00	0.00	1,777.45	IQD	Jerry King		Larry Wood	Pentagon Suppli...	
6/4/2012	Ordered	W12XYZ12MA...	25,000.00	0.00	1,777.45	IQD	Jerry King		Larry Wood	Salih Medical Su...	

Close

Export

**PRs**

**Cash Advances**

**Orders**

### Financial Administration Window

Use the **Export** button in the bottom right of the *Financial Administration* window to export all data on the *Financial Administration* window to an Excel file, including rows that are not visible due to screen display limitations.

Purchases											
Order Date	Order Status	PIIN Number	Total Cost	Amount Paid	Exchg Rate	Curr Code	Ordered By Person	Received By Person	Paying Agent	Seller	Comments
<div style="background-color: #cccccc; height: 100px;"></div>											

## Lesson Summary

In this lesson, you learned to:

- ☐ Explain the steps in the financial process for orders completed using the 3in1 device and Workstation
- ☐ Retrieve purchase requests, cash advances, and orders/payments using the Financial Administration window of the 3in1 Workstation

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## Lesson 2: Adding Purchase Requests from the Workstation

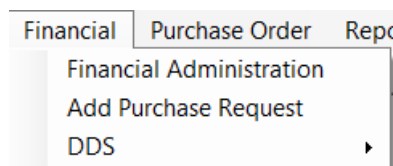
### Objectives

After completing this lesson, the participant will be able to:

- ☐ Add purchase request information using the 3in1 Tool Workstation

### Adding Purchase Requests

The Resource Manager, Disbursing Agent, or Contracting Officer can load purchase request information into the 3in1 Workstation. Add purchase requests using the **Financial, Add Purchase Request** menu command in the 3in1 Tool Workstation.



**Tip:** Fill out the *Add Purchase Request Worksheet* in *Appendix B* to ensure you have all the required information for entering data in the 3in1 Tool Workstation.

1. Select **Financial, Add Purchase Request** from the main menu.

The *Purchase Request* window opens.

A screenshot of the 'Purchase Request' window. The window has a title bar with a minimize, maximize, and close button. The main area contains several fields: 'AOR' (dropdown menu with 'CJTF-HOA' selected), 'Finance Office' (dropdown menu), 'Assign to' (text field with a 'Select' button), 'Purchase Request Number' (text field), 'Description for Device Display' (text field), 'Service Organization' (dropdown menu), 'Line Of Accounting' (text field with an 'Add' button), 'Add Other LOA' (checkbox), 'Finance Type' (dropdown menu), and 'Amount (USD)' (text field with '\$0.00'). There are 'Close' and 'Save' buttons at the bottom.

2. Select the AOR and Finance Office using the drop-down lists.
3. Assign the PR to a Paying Agent by clicking the **Select** button.

- On the *Select User* window, users are filtered by role (Paying Agents). Select a PA name from the list, then click the **Select** button.

- On the *Purchase Request* window, complete the remaining fields, including **PR Number**, **Description for Device Display**, **Line of Accounting** (see below for details) and **Amount** (in US Dollars).
- For **Finance Type**, note the two types are **Cash** and **Cashless**. Cash is used when the PR is intended to have cash issued against it. Cashless is when the PR will be used on orders that will be paid with means other than cash. (i.e., EFT, check, etc.)
- Add the **Line of Accounting**, following the steps explained in the next section.
- Click the **Save** button.

### ***Entering the Line of Accounting***

Non-DDS users can type directly in the **Line of Accounting** field by first marking the **Add Other LOA** check box.

DDS users can add the Line of Accounting details using these steps:

- Select the appropriate **Service Organization** on the *Purchase Request* window.

- Click the **Add** button beside **Line of Accounting**.

The *Line of Accounting* window opens.

- Fill in the LOA fields.
- Click the **Save** button.

The fields in the *Line of Accounting* window meet the requirements for the selected service organization (Army, Marine, or Navy). The following figures show how an original line of accounting is entered in fields in the Workstation *Line of Accounting* window.

Army Line of Accounting source

Line of Accounting entered in 3in1 Workstation

Army LOA Field	Definition
Dept Code	A two-digit numeric code that identifies the military department or government entity receiving the appropriation
Fiscal Year	A one-digit numeric code that designates the year funds are available for obligation
Basic Symbol	A four-digit number that identifies the type of funds used
Operating Agency	A two-digit numeric code that identifies the organization receiving or issuing funds
Allotment Serial	A three-to-five position numeric code that identifies a particular distribution of funds
EOR	The Element of Resource four-digit alphanumeric code that identifies the type of resource being employed or consumed
APCCd	The account processing code
Standard Document	The standard document number

Army LOA Field	Definition
Fiscal Station	The six-digit number that identifies the activity which is responsible for performing the official accounting and reporting for the funds

Marine/Navy LOA Field	Definition
ACRN	A two-digit Accounting Classification Reference Number
Department	A two-digit numeric code that identifies the military department or government entity receiving the appropriation
Fiscal Year	A one-digit numeric code that designates the year funds are available for obligation
Basic Appropriation Symbol	A four-digit number that identifies the type of funds used
Subhead	A four-digit number that identifies the subdivision of funds that restricts the amount or use of funds for a certain purpose, or identifies sub-elements within the account for management purposes
Object Class	A three-digit number that classifies transactions according to the nature of the goods procured or services performed rather than their purpose
Bureau Control Number/Operating Budget	A five-digit number that identifies the operating budget holder, allotment, or organization having responsibility for managing a program
Sub-Allotment	A one-digit number that denotes a further breakdown of the Operating Budget /Bureau Control Number at the Funds Administering Activity level
Authorization Accounting Activity	A six-position alphanumeric code that identifies the activity which is responsible for performing the official accounting and reporting for the funds
Transaction Type	A two-digit number that classifies transactions by type (i.e., travel advances, progress payments)
Property Account Activity	The six-digit number that identifies the budget program activity (N for Navy) and the Customer Indicator (Activity UIC)
Cost Code	Up to 12 digit cost code
Standard Document	The standard document number

- Click the **Save** button on the *Purchase Request* window. A message confirms the new PR was saved successfully.

**Purchase Request**

Purchase Request

AOR: CJTF-HOA

Finance Office: Disbursing-Djibouti DSSN: 6870-8

Assign to: Melo, Chris Select

Purchase Request Number: W28K8Z-2358-1203

Description for Device Display: Materials for RDC

Service Organization: Army

Line Of Accounting: 21 1 2020 .0000 8A 2084 P135197.00000 25EB 83 49AF W912E511399950 49AF 83 509076 Add

☐ Add Other LOA

Finance Type: Cash

(Amount (USD): \$3300.00

Close Save

Purchase Request Window

New fields display at the bottom of the *Purchase Request* window, to enable attaching documents to the PR, such as a scanned copy of the certified PR. Use the **Upload** button to locate and upload attachment files. Details about using the Upload, View, and Delete attachment buttons are explained in the Document Handling feature section of *Module 9: Updating Financial Information, Lesson 1: Updating Purchase Requests*.

1 File(s) J0143749.GIF View Upload Delete

File Upload Section of Purchase Request Window

## Lesson Summary

In this lesson, you learned to:

- ☐ Manually add a purchase request in the 3in1 Tool Workstation

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## Lesson 3: Issuing Cash Advances from the Workstation

### Objectives

After completing this lesson, the participant will be able to:

- ❑ Issue cash advances for purchase requests from the 3in1 Tool Workstation

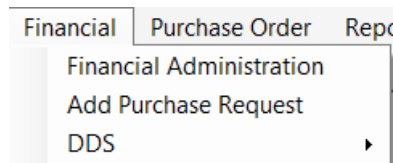
### Loading an Advancement of Cash

The 3in1 Tool system automatically tracks advancements of cash to a Paying Agent on the device and Workstation.

Cash advances can only be issued by Finance Officers (Disbursing Agents) to Paying Agents for cash type purchase requests. Cashless purchase requests can be issued to FOOs when cash is not intended to be used to make payments by a paying agent. If DDS is used, the Disbursing Agent should have already created the account in advance in DDS, prior to loading the information in the 3in1 Workstation.

**Tip:** Fill out the *Cash Advance Worksheet* in *Appendix B* to ensure you have all the required information for entering data in the 3in1 Tool Workstation.

1. From the **Financial** menu, select **Financial Administration**.



Financial Menu

The *Financial Administration* window opens.



Financial Administration Window

2. The first task is to select the purchase request assigned to the PA who will be issued the cash. Click the **Select a Field Ordering Officer or Paying Agent** button.

The *Select Financial User* window opens.

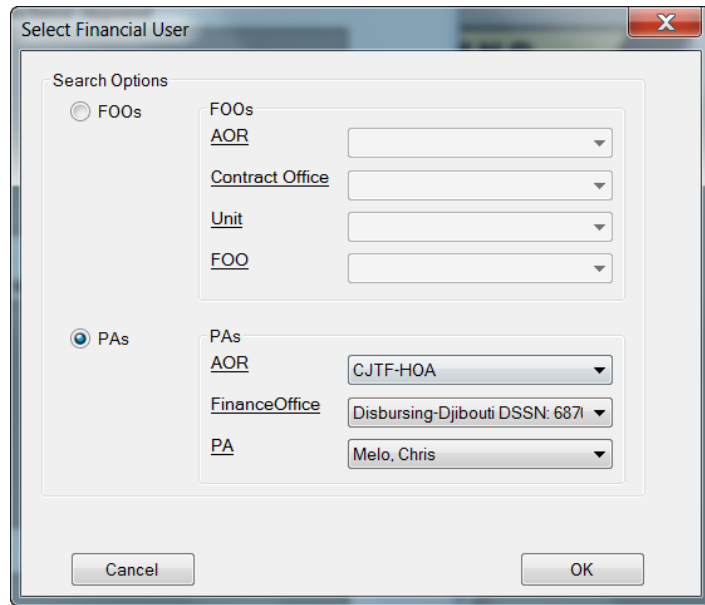
3. Select the **PA** whose purchase requests should be accessed.

Select the PAs radio button, then select the appropriate AOR and office. Then select a name from the PA drop-down list.

4. Click OK.

Purchase requests associated with the selected paying agent or FOO are displayed in the table.

5. Click a purchase request that the cash will be issued against in the **Purchase Requests** table.



The dialog box titled "Select Financial User" contains two sections: "Search Options" and "FOOs". The "Search Options" section has two radio buttons: "FOOs" (unselected) and "PAs" (selected). The "FOOs" section includes dropdowns for "AOR", "Contract Office", "Unit", and "FOO". The "PAs" section includes dropdowns for "AOR" (selected: CJTF-HOA), "FinanceOffice" (selected: Disbursing-Djibouti DSSN: 687), and "PA" (selected: Melo, Chris). At the bottom are "Cancel" and "OK" buttons.

Financial User

Selected Financial User:

Select a Field Ordering Officer or Paying Agent

Refresh Purchase Requests

Purchase Requests

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)	Total Disbursement Adjustments (USD)	Adjusted Available(USD)	Line of Accounting
Open	CHPR767	Supplies	5/17/2012 12:00:00	20,000.00	1,685.61	18,314.39	0.00000	18,314.39	23423 2 3453 .3453 34

**Purchase Requests for Selected Financial User**

All issued cash advances related to the selected PR display in the Cash Advances table. The columns display the Advanced, Expended, and Available amounts for each cash advance, in addition to the currency codes and exchange rates. The workstation and device will track multiple cash advances and purchase requests.

Financial User

Selected Financial User:

Select a Field Ordering Officer or Paying Agent

Refresh Purchase Requests

Purchase Requests

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)	Total Disbursement Adjustments (USD)	Adjusted Available(USD)	Line of Accounting
Open	CHPR767	Supplies	5/17/2012 12:...	20,000.00	1,685.61	18,314.39	0.00000	18,314.39...	23423 2 3453 .3453 34 34534 452345234543...

Cash Advances

Click to see purchases on a cash advance. Double-Click to select a cash advance.

Financial Officer	Date Created	ID	Activity	Linked To	Advanced Amount (Local Currency)	Curr Code	Exchg Rate	Expended Amount (Local Currency)	Expended Amount (USD)	Available Amount (Local Currency)	Advanced Amount (USD)	DDS Curr	Adj Amt (USD)	Clear
Baker, Lou	5/17/2012 1:0...	273AA	Disbursement		5,000.00	USD	1	1,656.34	1,656.34	3,490.91	5,000.00	34	0.00000	<input type="checkbox"/>
Baker, Lou	5/17/2012 1:0...	ABFF2	Disbursement		2,000,000.00	IQD	1777.4545	52,000.00	29.26	2,000,000.00	1,125.20	34	0.00000	<input type="checkbox"/>

**Cash Advances Issued for Selected Purchase Request**



**To issue a cash advance:**

1. In the Purchase Requests section of the *Financial Administration* window, **double-click** a purchase request.

The *Purchase Request Administration* window opens.

Purchase Request Administration

Purchase Request Details

Assign to: Melo, Chris [Select]

Purchase Request Number: CHPR767

Description for Device Display: Supplies

Service Organization: Army

Line Of Accounting: 23423 2 3453 .3453 34 34534 452345234543525  
4235 52345 4352345342 56345623453453453  
4352345342 52345 523452

Finance Type: Cash

Amount (USD): \$20,000.00

PO Adjustment Amount: 0.00000

Cash Advance Adj Amt: 0.00000

Purchase Request Maintenance

Cancel PR Decommit PR Increase PR Close PR

Add Cash Advance Edit PR

1 File(s) Purchase\_Request\_Document.pdf (PUF) View Upload Delete

Close

**Purchase Request Administration Window**

2. Click the **Add Cash Advance** button.

The *Cash Advance* window opens.

3. Enter the **Maximum Cash Advance Amount (USD)** allowed for a PA at one time. This field is for informational purposes only; it does not prevent a PA from obtaining more funding later. Note once an amount has been entered in this field, it cannot be edited.
4. Provide the **DDS Currency Code**, **Currency**, and **Exchange Rate** (if the currency is not US Dollar).

The **DDS Agent ID** and **Site ID** must be entered for the first cash advance associated with a purchase request. These values are automatically entered for subsequent cash advances associated with the purchase request.

The **USD** and **Foreign Advanceable Amounts** are displayed as a reference and cannot be edited directly. However, the Foreign Advanceable Amount is a calculated field based on the USD amount and the Exchange Rate.

5. Specify the **Cash Advance Amount**. Note that this amount cannot exceed the Advanceable Amount.
6. Mark the **Non-DDS Entry** check box if your organization does not use the DDS financial system. This disables the required fields for DDS, but enables normal cash advance creation.
7. To upload a scanned document, click the **Upload** button and select a file.
8. Click the **Save** button.

**Cash Advance**

**Cash Advance Details** ☐ Non DDS Entry ☐ Cleared

Maximum Cash Advance Amount (USD): 20000

DDS Currency Code: 57

DDS Agent ID: 644

Site ID: 45454

Currency: US Dollar

Exchange Rate: 1

Advanceable Amount: 13,874.80 (USD)  
13,874.80 (Foreign)

**Cash Advance Amount: 1000.00**

Cash Left:

Adjustment Amount:

File(s) View Upload Delete

Return Cash Submit Return Cancel Return Transfer Cash Clear Cash Advance

Cancel Transfer

Return Cash  
Amount to Return:

Comments:

Clear Comments

Close Save

Cash Advance Window

The cash advance is added to the Cash Advances table in the *Financial Administration* window.

Supporting documents, such as a scanned copy of the Purchase Request document or DD1081 of the cash advances, can be attached to a PR. Their filenames are listed at the bottom of the *Purchase Request Administration* screen. Click the **View** button to view an attached document.

**Note:** The other buttons on the *Purchase Request Administration* window, such as **Cancel** and **Close PR**, are explained in *Module 9: Updating Financial Information, Lesson 1: Updating Purchase Requests*.

## Disbursements Issued from the Device

If a disbursement was issued from the 3in1 handheld device, the Financial Officer column displays “Finance/Disbursing Office Not Specified” as shown in the following figure.

Cash Advances			
Click to see purchases on a cash advance. Double-Click to select a cash advance.			
Financial Officer	Date Created	ID	Activity.
(Device Originated) Finance/Disbursing Officer Not Specified...	12/20/2011 7:16...	12	Exchange
(Device Originated) Finance/Disbursing Officer Not Specified...	12/20/2011 7:16...	D46	Exchange

Cash Advances Originating from the 3in1 Handheld Device

## Communicate with the FOO/PA Teams

If the handheld device has already been issued to the FOO/PA team, remind the Paying Agent that the device must be synchronized with the prime database to download the funding information prior to making a purchase.

## Lesson Summary

In this lesson, you learned to:

- ☐ Issue cash advances for purchase requests from the 3in1 Tool Workstation

# Module 5: The Ordering Process

## Lesson 1: Understanding the Order Process

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Understand the basic process used by FOOs to make purchases using the 3in1 device
- ☐ Understand the composition of a PIIN number, and know when a PIIN is assigned and that a PIIN cannot be un-assigned.
- ☐ Understand that funding changes made on the workstation affect the funding availability on the device
- ☐ Understand that FOOs can manually add the data from the paper SF44 to the 3in1 system for tracking and clearing purposes if the device becomes inoperable.

### About Purchasing Using the 3in1 Device

Recording purchase information (orders) is the heart of the 3in1 Tool system. Instead of using the paper SF-44, the 3in1 Tool records all the necessary purchase information.

As an RM or DA, it is helpful to understand the general process of setting up the 3in1 handheld devices for use by FOO/PA teams. The KO registers and approves the 3in1 handheld devices, then assigns each device to one or more FOO/PA teams.

The first time that a FOO uses the device, he or she logs in and downloads and installs user data, assigned purchase requests, cash advances procurement controls, PIIN blocks, and all other necessary data. This is referred to as *provisioning data* in the 3in1 Tool. The download also includes the FOO and PA user name and password, which allows the FOO to log in to the device 3in1 application and the PA to certify payments.

As purchases are made on the device, they are uploaded to the Workstation. It is important to understand the device and Workstation exchange information regularly, provided a network connection exists. Changes recorded on the Workstation, such as cash advances or cancelling purchase requests, are downloaded to the device and affect FOOs' purchasing decisions.

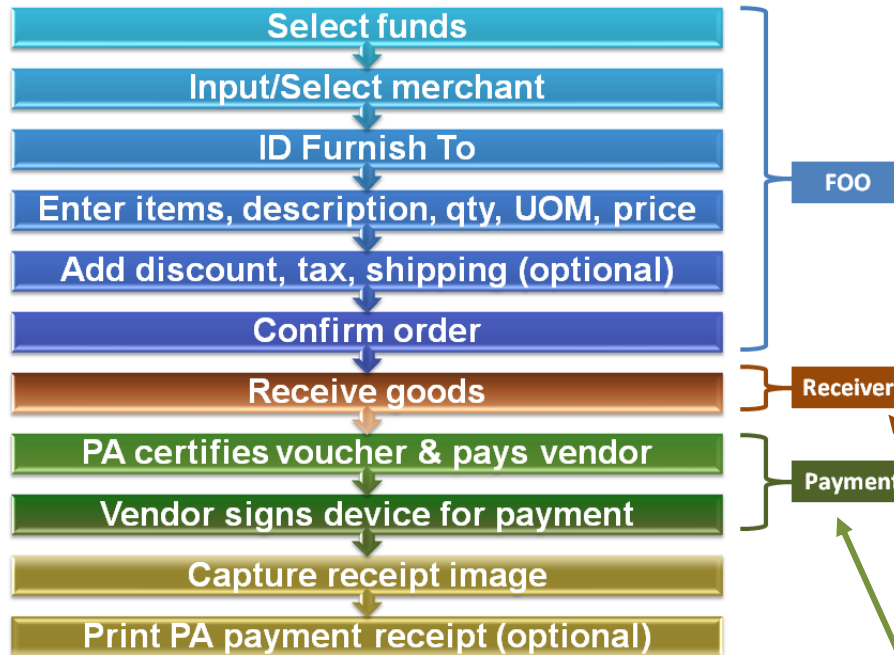
It is important for FOOs to understand that completing a purchase on the device creates a contract between the government and the merchant.

Due to the fact that this is a contract, it cannot be edited after it is agreed upon by the FOO and the merchant. In fact, the purchase data are cryptographically signed by a key on the microSD card in the device, so it is impossible to alter them.

However, the 3in1 application does provide tools to manage orders, such as cancelling or returning orders and correcting mistakes in an order. It is also important to understand that when a purchase is finalized, it is assigned a PIIN. Once a PIIN is assigned, it cannot be unassigned and the order cannot be altered.

Ordering using the 3in1 Tool is based on filling out orders using the Standard Form 44 (SF44), as shown in the following figure. The three main functions are: FOO, Receiver, and Payment.

### 3in1 Ordering Process



### SF44 Order Form

U.S. GOVERNMENT

#### PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER <b>06/06/2012</b>		W12XYZ-12-M-AE13	
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)* P Aziz Construction A 25th St Y Baghdad E 55662 E Iraq			
FURNISH SUPPLIES OR SERVICES TO (Name and address)* BTA TEST COMMAND 1851 S Bell St Arlington VA, 22030 United States			
SUPPLIES OR SERVICES		QUANTITY	UNIT PRICE
Dell Computers		2 EA	750.00
			1500.00
AGENCY NAME AND BILLING ADDRESS* P Finance Company BTA (DSSN: 2038) A 1851 S Bell St Y Arlington O VA 22032 R United States			
		TOTAL	1500.00 USD
		DISCOUNT TERMS	
		DAY(S)	
		DATE INVOICE RECEIVED 06/06/2012	
ORDERED BY (Signature and title) Electronically Signed By: Jerry King, DeviceId: 354114012920287 On 06/06/2012			
PURPOSE AND ACCOUNTING DATA 23423 2 3453 .3453 34 34534 452345234543525 4235 52345 4352345342 56345623453453453 4352345342 52345 523452			
PURCHASER To sign below for over-the-counter delivery of items			
RECEIVED BY [Signature] Jerry King			
TITLE		DATE	
SELLER Please read instructions on Copy 2			
<input checked="" type="checkbox"/> Payment Received 500.00 USD		<input type="checkbox"/> Payment Requested	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER [Signature] Aziz Construction		DATE	
certify that this account is correct and proper or payment in the amount of <b>500.00 USD</b> (Authorized certifying officer)		Exchange Rate <b>1.00000</b>	DIFFERENCES None None
		ACCOUNT CERTIFIED: CORRECT FOR	
BY			
PAID BY CASH OR (Check No.)	DATE PAID	VOUCHER NO.	
*PLEASE INCLUDE SELLER'S INVOICE			
STANDARD FORM 44a (REV. 10-83) ZIP CODE/See Instructions on Copy 2/PREScribed BY GSA, FAR (48 CFR) 53.213(c)			

## Before Starting an Order

FOOs should view procurement controls before starting orders. The FOO will know that certain items cannot be purchased or require special authorization.

The prerequisite to starting an order is to ensure an active purchase request or cash advance exists for the purchase requisition that the FOO plans to use.

The device has the capability to store a directory of merchants. FOOs making regular purchases from a known set of vendors are encouraged to enter vendor information all at once when using the 3in1 Tool for the first time. Creating a merchant list saves time at the vendor's location and reduces exposure to potential danger.

Another useful feature is Shopping Lists, which can be created and stored on the device or Workstation. They are helpful for remembering items, and also save time in the market by automatically populating the order.

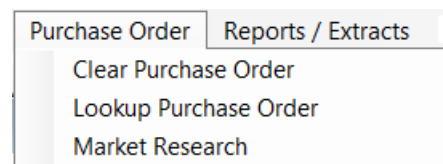
### ***Market Research Tool***

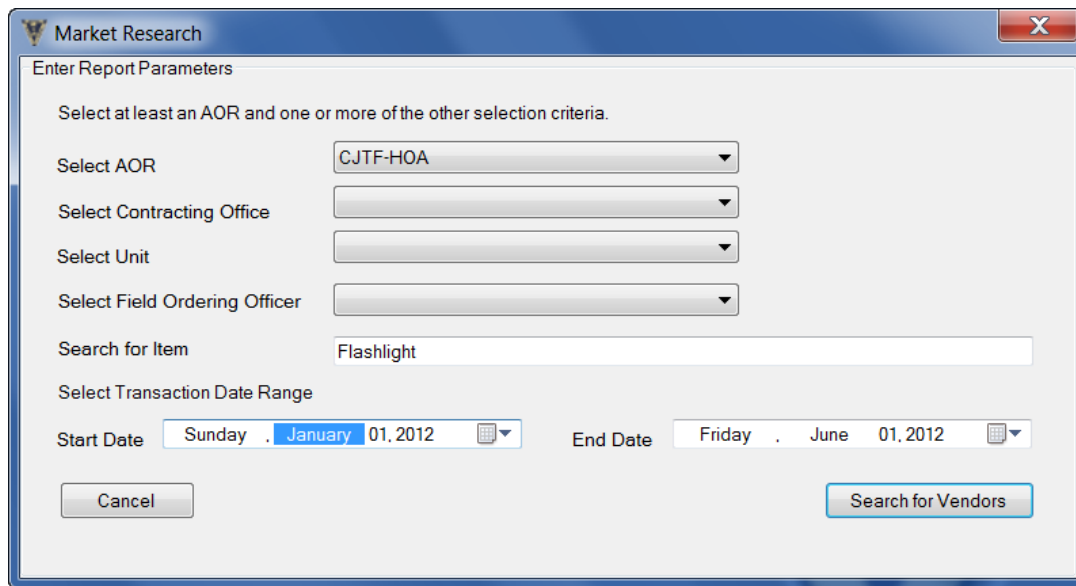
In some situations, it may be helpful to review a list of previously used vendors for specific items. The Workstation provides a Market Research tool for this purpose. FOO/PA teams also have a Market Research Tool on their handheld devices.

When using the Market Research tool on the Workstation, at a minimum, specify an AOR and purchase item, as well as a date range for viewing previous purchase transactions. The resulting report displays a list of previously used vendors for the specified item, as well as price and vendor contact information.

To view a list of vendors from whom the AOR purchased a specific item, use the Market Research feature:

1. Select **Purchase Order, Market Research** to open the Market Research dialog box.
2. Select the **AOR**. The other search criteria drop-down fields are optional.
3. In the **Search for Item** field, type the full name of the purchase item.
4. Specify the **Start** and **End Dates** for the purchased item. The specified item must have been purchased within the specified date range in order to be displayed in the search results.
5. Click the **Search for Vendors** button.





**Market Research**

Enter Report Parameters

Select at least an AOR and one or more of the other selection criteria.

Select AOR: CJTF-HOA

Select Contracting Office:

Select Unit:

Select Field Ordering Officer:

Search for Item: Flashlight

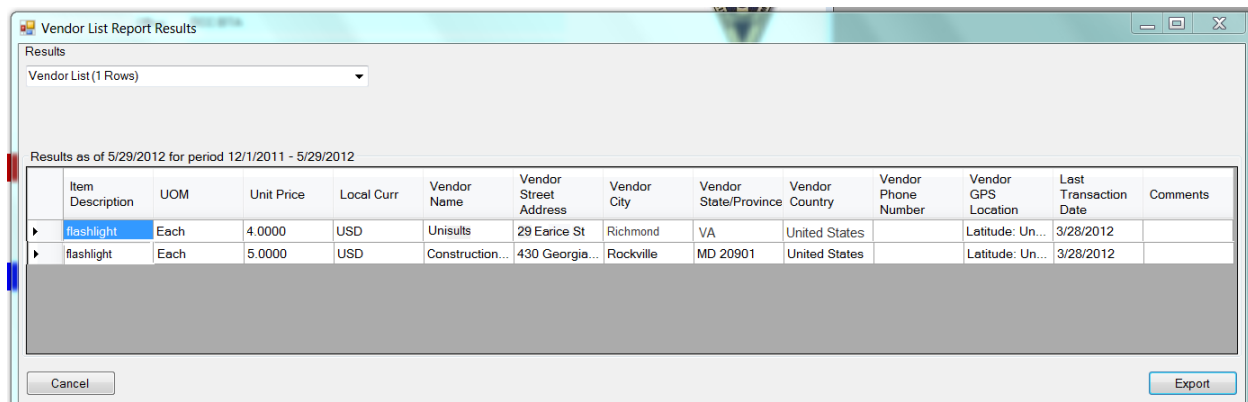
Select Transaction Date Range

Start Date: Sunday, January 01, 2012

End Date: Friday, June 01, 2012

Buttons: Cancel, Search for Vendors

6. The search results are displayed in a new window, as shown below.



**Vendor List Report Results**

Results

Vendor List (1 Rows)

Results as of 5/29/2012 for period 12/1/2011 - 5/29/2012

Item Description	UOM	Unit Price	Local Curr	Vendor Name	Vendor Street Address	Vendor City	Vendor State/Province	Vendor Country	Vendor Phone Number	Vendor GPS Location	Last Transaction Date	Comments
flashlight	Each	4.0000	USD	Unisults	29 Earice St	Richmond	VA	United States		Latitude: Un...	3/28/2012	
flashlight	Each	5.0000	USD	Construction...	430 Georgia...	Rockville	MD 20901	United States		Latitude: Un...	3/28/2012	

Buttons: Cancel, Export

The search results show the specified item in the Item Description column. Other columns report the vendor name, address and GPS location, phone number, cost information and last transaction date, as well as comments. Use the report to help locate a vendor. Click the **Export** button to export the report to Microsoft Excel, where it can be edited and/or saved.

## Basic Ordering Process

The basic process used by FOOs to make purchases on the handheld device:

1. Start an order on the device.
2. On the **Funding** tab, select a cash advance that has a remaining amount greater than zero.



The 3in1 application will track how much money is available to be spent. It will not allow the FOO to obligate more money than is available in the purchase request or cash on hand.

3. Specify the unit that will be furnished with the ordered supplies.
4. Specify the merchant from whom goods will be purchased.
5. Add line items to the order. Each line item includes a quantity, a description, a unit of measure, and a price. This is similar to the line items in an invoice or a receipt.

Items can be flagged for Property Book accounting. (Property Book items are listed in reports produced on the Workstation.) Scanning item bar codes using the handheld device is optional.

6. Discounts, shipping costs and taxes can be applied to an order as a whole, but not to individual items. Shipping is a fixed cost, while tax and discount are specified as a percentage of the order total. There is an optional fixed discount field. (Not all orders will have tax, shipping, and/or discounts.)
7. The FOO digitally signs to confirm the order. At this point, a unique PIIN/Order number is assigned to the order. The PIIN/Order number is assigned and cannot be un-assigned. The FOO has obligated the government to the merchant according to the items entered in the order.

**Note:** Once an order has been executed on the device, it cannot be changed.

8. After confirming the order, the device should be connected to a network as soon as is practical. Until the order is sent to the prime database, there is no backup of the order, and the order would be lost if the device is lost or destroyed.
9. After an order is successfully placed, each party verifies the transaction by providing a signature on the device screen. The parties include:
  - **Receiver:** The person receiving the goods on behalf of the government using a physical signature on the devices screen
  - **Paying Agent:** The person who certifies the voucher for the government using a strong password for the digital signature
  - **Vendor:** The person from whom the goods are being purchased using a physical signature on the devices screen
10. The FOO can print an SF44 from the device using the small field printer that is part of the 3in1 system. Typically the receipt is printed for the PA's records after the PA has made the payment and entered his/her password on the device. The printed SF44 can also be provided to a vendor if an ordered item will be received and paid for at a later date.
11. The FOO can take images of the receipt using the device built-in camera. Receipt images taken by the device camera are uploaded to the prime database with the order.

## Funding Changes Made on the Workstation

FOOs should be aware that an RM can close or cancel a purchase requests on the Workstation. When the close or cancel action is received and acknowledged by the device, the closed or cancelled PR is removed from the device.

Also, be aware that if funds are decommitted from a purchase request, the Decommit Funds feature is used on the Workstation to decrease the amount loaded on both the Workstation and the device. The FOO will see a change in the available amount of funding for the decommitted PR. Purchase requests are automatically decommitted if the handheld device verifies that the PR balance is sufficient to support the decommit. This eliminates the extra steps of having the Workstation user use the **Decommit** button on the *Purchase Request Administration* window after the device verifies there are sufficient funds to de-commit.

In the Workstation Financial Administration feature, there is an option to automatically close out a PR after a successful decommitment of funds. This saves users an extra step of using the **Close PR** button.

## Procurement Controls

When attempting to make some purchases, warnings may be issued or a purchase may be prevented due to procurement controls.

Procurement controls are downloaded from the prime database during provisioning.

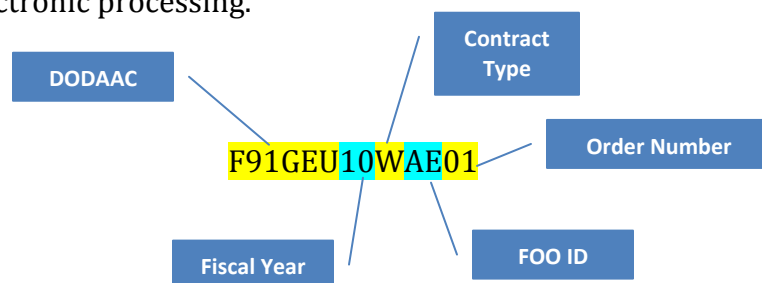
Item-based controls will issue a warning, while price-based controls will either issue a warning or prevent a purchase. For example, if an attempt is made to purchase beer, a warning may be issued, depending on procurement controls received during provisioning.

If an order exceeds the authorized limit, a warning may be issued or purchase prevented. The 3in1 Tool is designed to prevent a purchase if the price and quantity of an item exceed the remaining cash available. Note this is not a procurement control policy received during provisioning.

## About PIINs and Ordering

The PIIN, order number, is comprised of 13 characters: Contracting Office DODAAC, fiscal year, contract type “M” or “W,” a two-character FOO ID, and a two-digit serial for the orders.

Two types of PIINs can be generated. “M” PIINs are generated for orders placed on the device, while “W” PIINs are for manual orders that are executed as a backup, should the device be inoperable. The information from the manual orders is then entered in the Workstation for electronic processing.



PIIN blocks are received with provisioning data. The 3in1 Tool automatically assigns the next available PIIN number to a purchase order once the FOO digitally signs the order by clicking “I Agree.”

Once a PIIN number is issued, the order cannot be changed. However, the order can be cancelled. If the FOO completed the process by collecting all relevant signatures and confirmations, then realized a mistake has been made, the FOO may return the order using a command on the device. However, the PIIN number is still considered used.

PIIN numbers are unique and cannot be recycled if an order is returned.

## Manually Adding Purchase Orders in the Workstation

If a device becomes inoperable in the field, the FOO and PA will have to revert to the manual process until the device can be used again. It is necessary for the FOO to manually add the data from the paper SF44 to the 3in1 system for tracking and clearing purposes. As part of this process, the FOO uploads the scanned original SF44 and attaches it to the purchase order.

For more information on the FOO/PA actions or device operations see the *FOO/PA Reference Guide*.

## Lesson Summary

In this lesson, you learned to:

- ☐ Understand the basic process used by FOOs to make purchases using the 3in1 device
- ☐ Understand the composition of a PIIN number, and know when a PIIN is assigned and that a PIIN cannot be un-assigned.
- ☐ Understand that funding changes made on the workstation affect the funding availability on the device
- ☐ Understand that FOOs can manually add the data from the paper SF44 to the 3in1 system for tracking and clearing purposes if the device becomes inoperable.

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## Module 6: Managing Purchase Orders on the Workstation

### Lesson 1: Looking Up and Completing Purchase Orders

#### Objectives

After completing this lesson, the participant will be able to:

- ☐ Look up a purchase order on the Workstation
- ☐ Add voucher numbers, record payments, receiver information to purchase orders
- ☐ Monitor data integrity in purchase orders
- ☐ View attachments
- ☐ View FOO and Clearance comments and signatures associated with a purchase order
- ☐ Print a SF44 from the Purchase Order screen

#### Viewing Purchase Orders on the Workstation

At times, a user may need to view the details of a specific purchase order or complete post-purchase actions such as adding voucher numbers or processing a payment. There are two ways to look up purchase orders: by user or by PIIN number.

##### *Looking Up POs by User*

To view purchase orders by user assignment:

1. Select **File, Documents, Document Handling**, and the **Purchase Order** tab.
2. Select the **AOR, Office, Unit** (optional), and **User**. Also specify the date range for the PO. (Leave the Unit blank to view all users in an office.)
3. Click the **Load User's Purchase Orders** button.

A summary of each purchase order is displayed in the table. The PO information cannot be edited on this screen.

Select a row to view attachments associated with the PO. Attachments can be viewed, uploaded, or deleted.

The screenshot shows a web application window titled "Document Handling Form". It has a tabbed interface with tabs for "User", "Purchase Request", "Cash Advance", and "Purchase Order". The "Purchase Order" tab is active. Below the tabs are several dropdown menus and date pickers:

- Select AOR: CJTF-HOA
- Select Office: Disbursing-Djibouti DSSN: 6870-8
- Select Unit: (empty)
- Select User: Melo, Chris
- Start Date: Wednesday, July 11, 2012
- End Date: Friday, August 10, 2012

Below these fields is a button labeled "Load User's Purchase Orders". Underneath the button is a table listing purchase orders for the selected user.

PIIN	Order Date	Order Price (Local Currency)	PR Number	FOO Name	PA Name
W12XYZ-12-M-...	07/21/2012	20.00 USD	N3654A11PV	Dan Winslow	Chris Melo
W12XYZ-12-M-...	08/02/2012	10.00 USD	CLASDM1MO	Dan Winslow	Chris Melo

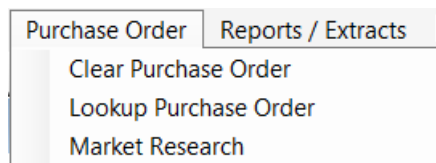
Below the table is a section for "Attached documents" with a "File(s)" dropdown, "View", "Upload", and "Delete" buttons. At the bottom of the window is a "Close" button.

Purchase orders associated with the selected user are listed in the table

### Looking Up POs by PIIN

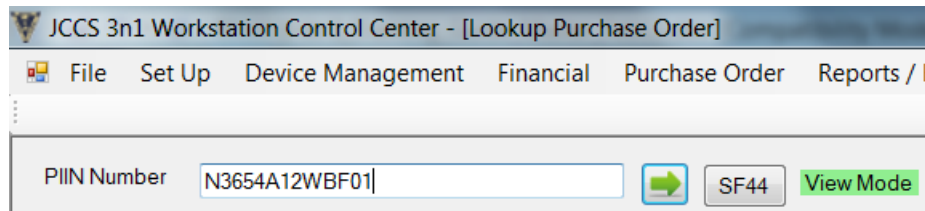
Detailed information about a purchase order can be viewed by looking up a purchase order by PIIN.

1. From the Workstation main menu, select **Purchase Order, Lookup Purchase Order**.

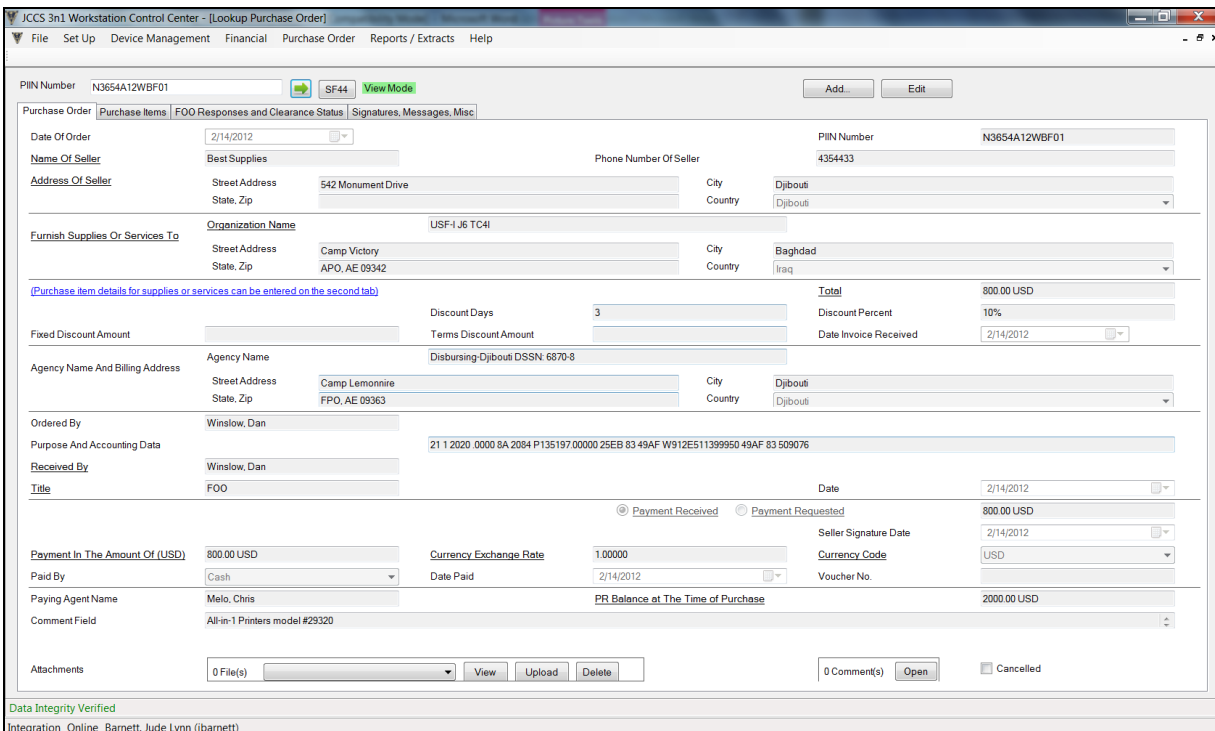


The *Lookup Purchase Order* window opens.

- Look up a purchase order by specifying a PIIN in the **PIIN Number** field at the top of the screen. Then click the **Lookup** button . The screen updates with the purchase order (PO) information.



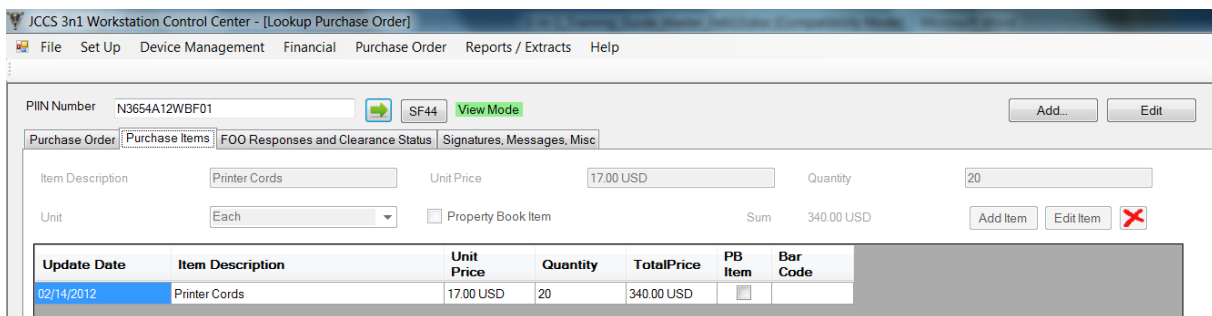
The screen updates with the purchase order (PO) information.



Purchase Order Window

## Viewing Purchase Items

To view items purchased using the PO, click the **Purchase Items** tab.



Update Date	Item Description	Unit Price	Quantity	Total Price	PB Item	Bar Code
02/14/2012	Printer Cords	17.00 USD	20	340.00 USD		

Purchase Items Tab

## Viewing FOO Responses and Clearance Status

To view comments made by reviewers during the PO purchase or clearance process, as well as FOO responses, click the **FOO Responses and Clearance Status** tab.

Lookup Purchase Order

PIIN Number: N3654A12WBF01 [SF44] [View Mode] [Add...] [Edit]

Purchase Order | Purchase Items | **FOO Responses and Clearance Status** | Signatures, Messages, Misc

Clearance Order	Date	First Name	Last Name	Role	Status	Comment
1	4/12/2012 4:41 PM	Shan	Wong	Contracting Officer at RCC BTA	FLAG	

Waiting for Clearance

[Add New Clearance Level] [Edit Selected Clearance Level] [Move to Next Clearance Level]

Clearance Order	Clearance Type	Waiting On	Waiting Since	Waittime	Reviewed By
2	Office/Role	Finance Officer at FMD BTA		0	

Data Integrity Verified

**FOO Responses and Clearance Status Tab**

In the top table of the **FOO Responses and Clearance Status** tab, the Clearance Order column lists the clearance levels that have reviewed the PO. The other columns provide information on the reviewer and the status. In the figure above, the first level (1) reviewer has flagged the PO.

The second table, **Waiting for Clearance**, identifies the next level(s) of reviewer(s) waiting to review the PO.

## Viewing Signatures and Messages

The last Tab, "Signature, Messages, Misc." displays key individuals who participated in the purchase process and any procurement warning messages that may have been issued by the order. This information is captured on the **Signatures and Messages** tab.



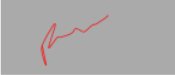


**Lookup Purchase Order**

PIIN Number: N3654A12WBF01 [SF44] [View Mode] [Add...] [Edit]

**Purchase Order** | Purchase Items | FOO Responses and Clearance Status | **Signatures, Messages, Misc**

Id	9a79e683-d943-4991-9751-28f	Device Serial	354114011011765	<input type="checkbox"/> Non-Device (Manual) Entry	
FOO Id	247d9fd5-813a-47e6-8ce3-dbe	FOO Digital Signature	1393841423	Unit Id	f6000e79-7d2c-49e2-aac5-214
FOO Signature Date	5/16/2011	FOO Organization	SME UNIT		
Paying Agent Id	d798455c-958a-4265-b635-8b7	Paying Agent Digital Sig.	1393841423	Purchase Request Num	PR004
Final Receiver Name		Final Receiver Organization			
Final Receiver Title		Final Receiver Sig. Date			
Payee Seller Category	Coalition Vendor	GPS Coordinates Of Transaction	Latitude: Unknown, Longitude: Unknown		
Provision Id	65ebcae7-d6fa-4ad3-8ac8-9ea	Device Id	b3000000-0000-0000-0000-000	Order Upload Date	05/16/2011
Disbursement Id	28eb9628-5cc6-4c64-a673-80f	Cert Id		Update Date	05/17/2011
Schema Version	1.3	Cancelled Date		Cleared Date	05/17/2011
EDA Queue Date		EDA Sent Date			

**Signature Images**

Received By:  Seller:  Final Receiver: 

**Procurement Control Warning Messages**

**Data Integrity Suspect** Stages ▾

Purchase Order Signatures, Messages, Misc Tab

## Checking Order Data Integrity

When looking up a purchase order, be sure to verify the data integrity by referring to the bottom left corner of the *Purchase Order* window. A red “**Data Integrity Suspect**” flag means the order has data integrity issues and the original order may have been altered. The Workstation includes a validation feature to issue a warning if the SF44 data received from the device has been altered. This feature is explained in detail in the following lesson.

Click the **Stages** drop-down menu to select a stage in which the order is “locked down” on the device. For example, if an order was not altered during the Ordered or Paid stage, the message “**Data Integrity OK**” is displayed. But if the order was altered during the Received stage, the message “**Data Integrity Suspect**” is displayed. This means that the purchase order was valid during the Ordered and Paid stage, but was altered during the Received stage. A reason is usually provided for Suspect orders, such as “The signed content of the order is suspect at stage: RECEIVED.”

If the line of accounting (LOA) is corrected after the order is executed, the data will display as “Suspect” and a comment will be automatically created by the system stating who changed the LOA and when it was done.

**Data Integrity Suspect** Stages ▾ This Purchase Order is missing its certifying entity type specifier for stage: ORDERED

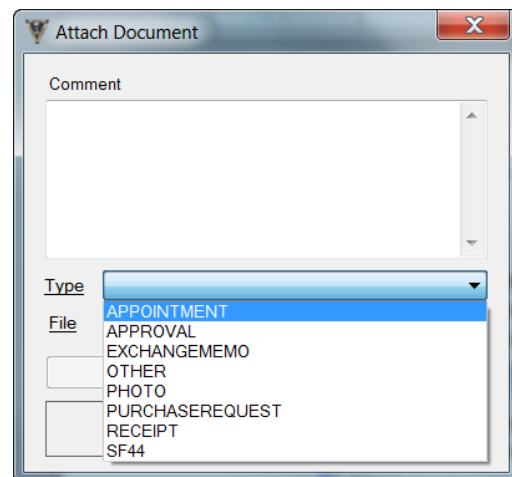
### Verifying Purchase Order Data Integrity

## Adding/Viewing Attachments to a Purchase Order

A purchase order may require an approval or justification letter to support the order and for it to be cleared. You can upload documents to attach to an order on this screen.

### To upload a document:

1. At the bottom of the *Purchase Order* window, locate the **Attachments** area and click the **Upload** button.
2. The *Attach Document* dialog box opens. Click the **Browse** button and locate and select the file.
3. Provide a comment about the attachment.
4. Select the file Type (i.e., scanned SF44)
5. Click the **Upload File** button.
6. Close the *Attach Document* dialog box. The attached file is displayed in the **Attachments** section.



<u>Amount Paid</u>	670.00 USD	<u>Voucher</u>	280057
<u>Time Balance Of Fund</u>	7752.49 USD	<u>Currency Exchange Rate</u>	2.00000
<u>Comment Field</u>			
<u>Attachments</u>	1 File(s) W91GEU10MAC10.jpg View Upload Delete		

### Purchase Order Window Attachments Section

## Cancelling Purchase Orders

Purchase orders may be cancelled by the FOO on the device, or on the Workstation by a person with the appropriate authorization.

### To cancel a PO:

1. Mark the **Cancelled** check box in the bottom right corner of the **Purchase Order** tab.

2. State the reason in the **Cancellation Reason** field.
3. Click the **Save** button at the top of the window.
4. Click **Yes** when asked to confirm the cancellation.

**Note:** Cancelling a purchase order returns the funds, but the PIIN remains expended. A cancelled purchase order can be retrieved using the Lookup feature, but cannot be edited. Orders cancelled on the Workstation will be transmitted to the device during the next data upload.

**Cancelled Purchase Order**

## Printing the SF44

An image of the SF44 can also be displayed and printed on the workstation. Use the **SF44** button at the top of the *Lookup Purchase Order* window to produce a Standard Form 44 report.



**Generate SF44 Button**

When you click the **SF44** button, the report will be displayed and can then be printed or saved to your hard drive.

If the purchase order was entered manually on the Workstation, the official copy is a scanned handwritten SF44 which will be displayed if it has been uploaded. If the scanned image has not been uploaded, a message will be displayed stating the image is not available. It is important to properly assign the document type to each uploaded document so the system can appropriately catalog them.

U.S. GOVERNMENT

**PURCHASE ORDER-INVOICE-VOUCHER**

DATE OF ORDER <b>06/08/2011</b>		W12ABC11MBA01	
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)* P Dead Store A 39 soda ave Y sodaville E SD 12354 E United States			
FURNISH SUPPLIES OR SERVICES TO (Name and address)* SME UNIT 123 Main St Bowie MD, 00000 United States			
SUPPLIES OR SERVICES		QUANTITY	UNIT PRICE
Keyboard		3 EA	9.99
			29.97
AGENCY NAME AND BILLING ADDRESS* P FO BTA A 1851 S Bell St Y Arlington O VA 22202 R United States		TOTAL 29.97 PYG DISCOUNT TERMS DAY(S) DATE INVOICE RECEIVED 06/08/2011	
ORDERED BY (Signature and title) Electronically Signed By : Foo2 Final, 1393841423, Device Id : 354114011011765 On 06/08/2011			
PURPOSE AND ACCOUNTING DATA 23 1 2502 .0000 25 1111 P123456585.0000 22SD 22 A6565DE S3356565656.0000 A6565DE 22 S35365			
PURCHASER To sign below for over-the-counter delivery of items			
RECEIVED BY  Foo2 Final			
TITLE		DATE 06/08/2011	
SELLER Please read instructions on Copy 2			
<input checked="" type="checkbox"/> Payment Received 29.97 PYG		<input type="checkbox"/> Payment Requested	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER 		DATE 06/08/2011	
BY Dead Store (Signature)			
I certify that this account is correct and proper for payment in the amount of 29.97 USD (Authorized certifying officer)		DIFFERENCES None None ACCOUNT CERTIFIED: CORRECT FOR 29.97 PYG BY	
PAID BY CASH OR (Check No.)		DATE PAID 06/08/2011	VOUCHER NO.
*PLEASE INCLUDE SELLER'S INVOICE STANDARD FORM 44a (REV. 10-83) ZIP CODE/(See instructions on Copy 2) PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)			

Printed SF44

## Completing Purchases

A DA can click the **Edit** button and edit the following fields in existing device-initiated purchase orders:

- Date of Order
- Seller Information
- Furnish To Information
- Discount Fields
- Date Paid
- Payment Received/Payment Requested radio button and amount
- PR Balance at Time of Purchase
- Comment Field, Comments
- Voucher Number (on the Purchase Order Tab)
- Payment amount for payments not accomplished in the field by the PA on the device (on the Purchase Order Tab)

## Voucher Numbers and Payment Processing

If your finance office uses the Deployable Disbursing System (DDS), purchase orders created in 3in1 can be uploaded to DDS for payment processing and assigning voucher numbers. Typically the Disbursing Agent uploads this data using the Workstation DDS Extract feature. For additional references on inputting SF44 information into DDS, please see the DFAS 3in1 DDS manual. (Note: If information has been entered in the Voucher Number field, the system will not select that order for export to DDS)

After voucher numbers are assigned to purchase orders outside the 3in1 Tool system, it is necessary to add these voucher numbers to purchase orders in the 3in1 Workstation. There are two ways to do this. If your finance office uses DDS, the voucher numbers can be imported. Alternatively, the Disbursing Agent can look up individual purchase orders and manually enter the voucher number for each one. See *Module 8: Post-Clearance Operations, Lesson 1: Exporting Payment Information to DDS* and *Lesson 2: Adding Voucher Numbers in the Workstation* details.

<input type="text" value="0.00000"/>	Seller Signature Date	<input type="text" value="10/28/2010"/>
<input type="text" value="10/28/2010"/>	Currency Code	<input type="text" value="USD"/>
	Voucher No.	<input type="text" value="203443"/>

Voucher Number Field on Purchase Order Screen

## Lesson Summary

In this lesson, you learned to:

- ☐ Look up a purchase order on the Workstation
- ☐ Add voucher numbers, record payments, receiver information to purchase orders
- ☐ Monitor data integrity in purchase orders

- ☐ View attachments
- ☐ View FOO and Clearance comments and signatures associated with a purchase order
- ☐ Print a SF44 from the Purchase Order screen

## Module 7: Clearing Purchase Orders

### Lesson 1: Clearing Orders from the Workstation

#### Objectives

After completing this lesson, the participant will be able to:

- ☐ Locate purchase orders that require review and approval
- ☐ Monitor data integrity in purchase orders
- ☐ Flag orders and add comments for FOO review and response
- ☐ Clear purchase orders and submit them to the next reviewer
- ☐ Upload cleared orders to Electronic Data Access (EDA)

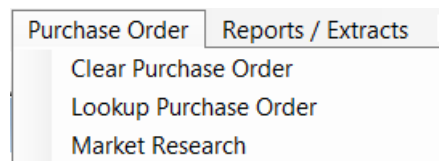
#### Clearing Purchase Orders

Clearance is the process of reviewing or approving purchase orders by multiple people, usually based on their roles in the procurement process. When the devices are connected to the Internet, SF44 information is transmitted to the prime database and is immediately available for review and clearance on the Workstation. Reviewers can see all SF44 information, receipt image, signatures, and required approval letters. Reviewers can approve, disapprove, or flag an order for follow-up and transmit comments or questions to the fielded device for response.

The clearance process for orders is established by the KO during the provisioning process. Orders will move through the clearance process in the order the reviewers were assigned. Reviewers will receive an email from the 3in1 system when orders move to their queue for review/clearance. This notification can be turned off from the User's Profile screen.

#### To access the purchase orders that require your review and approval:

1. Select **Purchase Order, Clear Purchase Order** from the main menu.



The *Clear Purchase Order* window opens. Your name and role display at the top of the window.

2. Select a **Unit** and **Office** from the drop-down lists at the top of the screen. (To select all units, select the **All** option. This enables viewing orders associated with FOOs in all units.)
3. Select the **FOO or PA** whose purchase orders you would like to review. Click the **FOO or PA** radio button, then select a name from the drop-down list.

4. If there are many orders, use the **Filter POs by Status** field to filter them by status: **Pending, Disapproved or Approved.**

The list of purchase orders updates to match the criteria you specified.

**Clear Purchase Order Window**

Each order is displayed in a separate block, with associated purchase items displayed beneath.

**Purchase Order Components**

In the *Lookup Purchase Order* window, on the **FOO Responses Clearance Status** tab, the Waiting for Clearance section identifies the next reviewer.



Lookup Purchase Order

PIIN Number: W12XYZ11MAA01    SF44    View Mode    W12XYZ11MAA01 (06/08/2011, 100.00 USD)    Add...    Edit

Purchase Order    Purchase Items    FOO Responses and Clearance Status    Signatures, Messages, Misc

Date	First Name	Last Name	Role	Status	Comment
6/8/2011 2:48 PM	FOO	MANAGER	Contracting Officer	CLEAR	
6/8/2011 2:49 PM	DA	TEST	Finance Officer	CLEAR	
6/8/2011 2:52 PM	RM	TEST	Resource Manager	CLEAR	
6/8/2011 2:54 PM	PBO	TEST	Property Book Officer	CLEAR	

Waiting for Clearance    Move to Next Clearance Level

Clearance Order	Clearance Type	Waiting On	Waiting Since	Waittime	Reviewed By
1	Group	Approve	5/18/2011 8:34 PM	30	

Data Integrity Suspect    Stages ▾

Waiting for Clearance section identifies next reviewer

## Reviewing and Responding to Comments

Comments regarding purchase orders may be exchanged between a FOO, using the handheld device, and a reviewer who types in the **Comments** section on the Clearance screen.

To view comments made by FOOs, click the **Clr (Clear) Status/Comments** link. The Status of the order provides context for the comments. For example, a FOO may have responded to an order that had a Flag for Review status.

Date	First Name	Last Name	Role	Status	Comment
10/25/2010	Noah	Wilson	FieldOrderingOffi...	Disapproved	Order Comment: This was required due...
10/27/2010	Noah	Wilson	FieldOrderingOffi...	Flagged for Re	Order Comment: This was required due...

Clr Status/Comments Table

If the reviewer has a question or if the file is incomplete, the reviewer can flag the file for review and send a comment to the FOO via the device. To write comments about an order to a FOO, click **Flag for Review** radio button and enter comments in the **Comments** block. (All of the links toggle between show and hide.)

This does not meet the demonstrated need requirement.

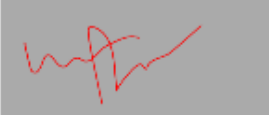
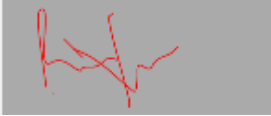
Comments

Reviewer Comments

In addition to the item details, you can view or hide reviewer comments and signatures by clicking the **Show/Hide Signatures** links.

Date	PIIN	Vendor			Total
10/28/2010	W58FSA11MAA01	Salam Gul Ali Hardware			499.80 USD

Item Description	Unit Price	Quantity	Unit	Total Price	PBI
Sand Bags	24.99 USD	20	Each	499.80 USD	<input type="checkbox"/>

Received By: 
Seller: 

Signature Block

In the event a reviewer flags or disapproves the order, an automatic email notification is sent to the order owner (FOO), stating that the order has been flagged or disapproved and notifies the user to take appropriate actions. An example of an email notification is as followed.

*SF44 Purchase Order, W12ABC11MAH07 has been rejected by "Blockwell, Doug", email address is "doug.blockwell@abc.com", from office "RCC Baghdad". Comments provided by reviewer are: "This purchase order requires J6 approval letter, please upload the approval letter". Please log into the 3in1 Tool application to accomplish the necessary tasks.*

In order to receive email notification, users must provide valid email addresses in their Workstation user profiles, which should be reviewed and updated on a regular basis.

## Viewing Attached Files

All attached files associated with the PO are listed in the files drop-down. Use the **View** button to open the file.

☐ Pending
☐ Approve
☐ Disapprove
☒ Flag for Review

1 File(s)
W58FSA11MAA01.jpg
View
Upload
Delete

File Attachment

## Monitoring Data Integrity in Purchase Orders

The Workstation includes a validation feature to issue a warning if the SF44 data received from the device has been altered.

The device locks the purchase order with encryption, making it unchangeable, during three stages:

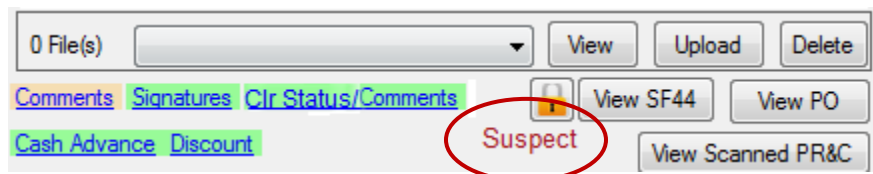
- (1) Ordered Phase: When the FOO commits to placing the order on the device.
- (2) Paid Phase: When the PA agent enters the password on the device and agrees to pay the amount stated on the SF44.
- (3) Received Phase: When the receiver signs on the device to acknowledge the items received.

The device transmits to the Workstation each instance of the SF44 during each phase, and the Workstation checks its validity.

On the Clearance screen, reviewers check if the purchase order is valid or it has been altered in some way. To do this, click the Lock icon shown in the following figure.

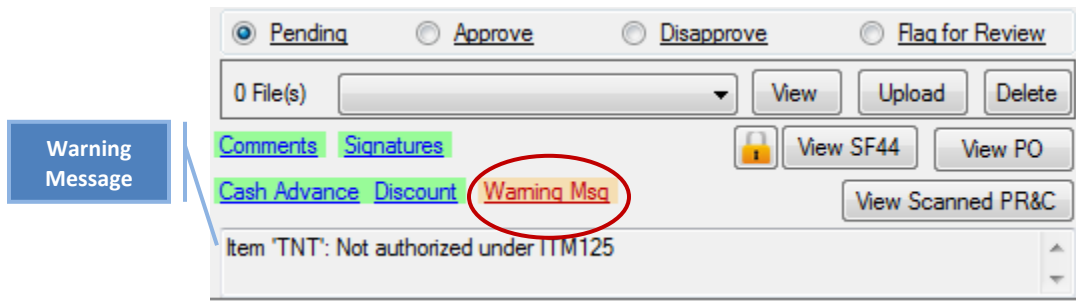
If the purchase order has not been altered, a confirmation message (“OK”) is displayed beside the Lock icon. However, if the purchase order has been altered in some way, a “Suspect” message is displayed.

If the order is flagged as Suspect, click the **View PO** button to review the entire purchase order in the *Purchase Order* window.



Verify Data Integrity

If a FOO attempted purchase triggers a procurement control, a **Warning** link is displayed. Click the link to view the warning message.

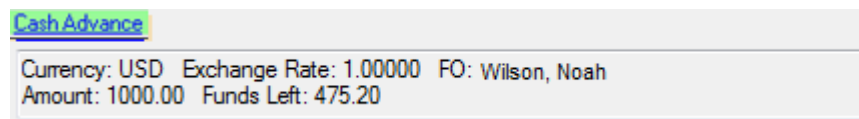


Warning Message Indicates Procurement Control Policy May Have Been Violated

## Viewing the SF44, Cash Advance and Discount

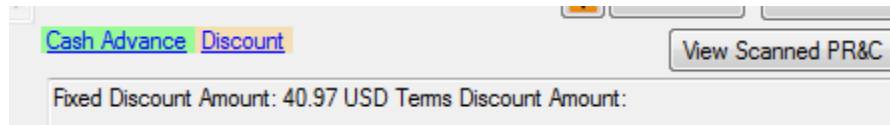
Two other features on the Clearance screen are viewing the SF44 associated with the purchase order, and viewing the cash advances associated with the purchase request.

Click **View SF44** to open the SF44 in a separate Microsoft Word window. Click the **Cash Advance** link to view the cash advance(s) associated with the purchase request and the remaining funds.



Viewing Cash Advances

Click the **Discount** link to view fixed and/or terms discount amounts.



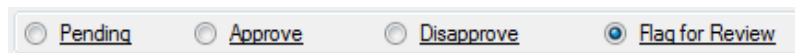
Viewing Discount Amounts

## Viewing Scanned Purchase Request

To view the scanned purchase request, associated with an order, click the **View Scanned PR&C** button. If there is no scanned document, a message will display.

## Completing Review of Purchase Orders

After the reviewer has finished reviewing an order, he or she can mark the order as Approve, Disapprove, or Flag for Review.

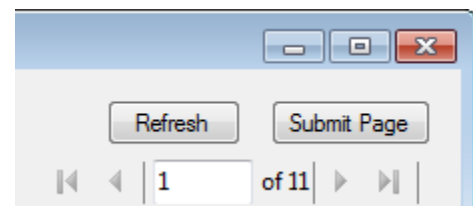


The selected radio button represents the appropriate action for the selected PO.

- **Approve** - order will automatically go to the next person in the clearance process for review. An email notification will be sent to the next reviewer based on the email address provided in the user's profile.
- **Disapprove** - order will stop the review process for necessary actions to be taken outside of the 3in1 system. Comments must be added when an order is disapproved.
- **Flag for Review** – order will stop the review process and the reviewer can send comments or questions to the FOO via the device for follow up (i.e. order required approval letter, need to upload image of receipt)

If there are multiple purchase orders that require review and action, complete your review and update the status of each one, then click the **Submit Page** button.

Refresh the display at any time by clicking the **Refresh** button.



A maximum of 10 orders can be displayed on one page. If more than one page of orders exists, click the right double-arrow to advance to the next page.

**Note:** If you are in an area with inconsistent connectivity, it is recommended that you submit your clearance/review status regularly.


## Web-Based Clearance

Users who log in to the web-based 3in1 system, via JCCS, view the *Clear Purchase Orders* screen by default. To view purchase orders in their queue, users select an Office, Unit, FOO, and Status Filter. When they click the **Refresh** button, the clearance items are updated.


Clear Purchase Order - Windows Internet Explorer

https://ccs.bta.mil/3IN/1/ClearPurchaseOrder.aspx

Favorites | Secure Access VPN Portal ... | Clear Purchase Order x



## Welcome FOO MANAGER!



Main Menu (click below to clear purchase order, choose a report to print, or logout):

[Clear Purchase Order](#) | [Reports](#) | [Logout](#)

**Office**  
Contracting Officer at RCC BTA

**Unit**  
UICBTA : BTA Unit (16)

**Refresh** **Submit Page**

**Field Ordering Officer**  
INT, FOO (16)

**Filter POs by Status**  
All

Please submit changes before changing page.

Page 1234

Date	PWIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
02/02/2012	W12XYZ12MAJ03	Pentagon Supplies	15.00 USD	Yes	Yes	WER987	5765.00 USD

**Item Description**  
Bolts

**Unit Price**  
15.00 USD

**Quantity**  
1

**Unit**  
BG

**Total Price**  
15.00 USD

**PBI**  
☐


☐ Pending ☐ Approve ☒ Disapprove ☐ Flag for Review

0 File(s) View Upload Delete


**View SF44** **View Scanned PR&C**

[Comments](#) [Cir Status/Comments](#) [Cash Advance](#)

Received By:



Seller:



123132

Date	PWIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
02/06/2012	W12XYZ12MAJ05	Pentagon Supplies	22.50 USD	Yes	Yes	FD345	6977.50 USD

**Item Description**  
SHIPPING  
Wheels

**Unit Price**  
2.50 USD  
20.00 USD

**Quantity**  
1  
1

**Unit**  
LO  
BX

**Total Price**  
2.50 USD  
20.00 USD

**PBI**  
☐  
☐


☐ Pending ☐ Approve ☒ Disapprove ☐ Flag for Review

0 File(s) View Upload Delete


**View SF44** **View Scanned PR&C**

[Comments](#) [Cir Status/Comments](#) [Cash Advance](#)

Received By:



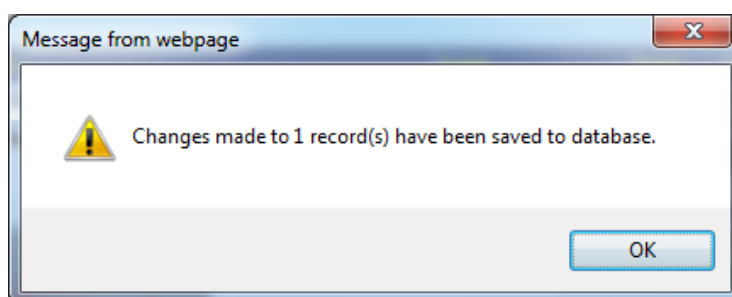
Seller:



556

## Clear Purchase Orders Screen

Users can review and approve clearance as they do using the standard Workstation version. The web site displays an acknowledgement message, shown below and the order is removed from the user's clearance queue. For other order status changes, such as flagging or disapproving an order, the web site also displays a message confirming an acknowledgment of the change.



### Web Site Acknowledges Approval of a Purchase Order on the Clearance Screen

## Lesson Summary

- ☐ Locate purchase orders that require review and approval
- ☐ Monitor data integrity in purchase orders
- ☐ Flag orders and add comments for FOO review and response
- ☐ Clear purchase orders and submit them to the next reviewer

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# Module 8: Post-Clearance Operations

## Lesson 1: Exporting Payment Information to DDS

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Export purchase orders to DDS to obtain voucher numbers and account for funds being disbursed
- ☐ Describe how the 3in1 Tool Workstation interacts with DDS in terms of payments and voucher numbers

### Exporting Purchase Orders

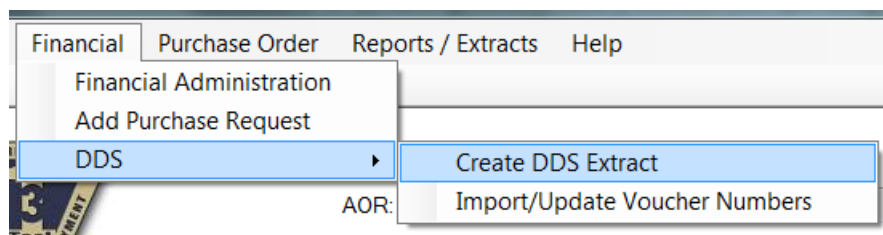
The Deployable Disbursing System (DDS) is a Defense Finance and Accounting System (DFAS) used in Contingency environments by the U.S. Army and Marine Corps services. When a Disbursing Agent uses the DDS Extract feature, the system uses the DSSN of the associated Finance Office to determine whether the extract is for the Army or Marine Corps.

If your finance office uses the Deployable Disbursing System (DDS), purchase orders created in 3in1 can be uploaded to DDS for payment processing and assigning voucher numbers. If you do not use DDS, you should follow your local procedures for payment processing and go on to Lesson 2.

Extracts are based on orders that have been cleared by the DA for a PA and that have not previously been exported to DDS or have a voucher number assigned.

#### To export purchase orders:

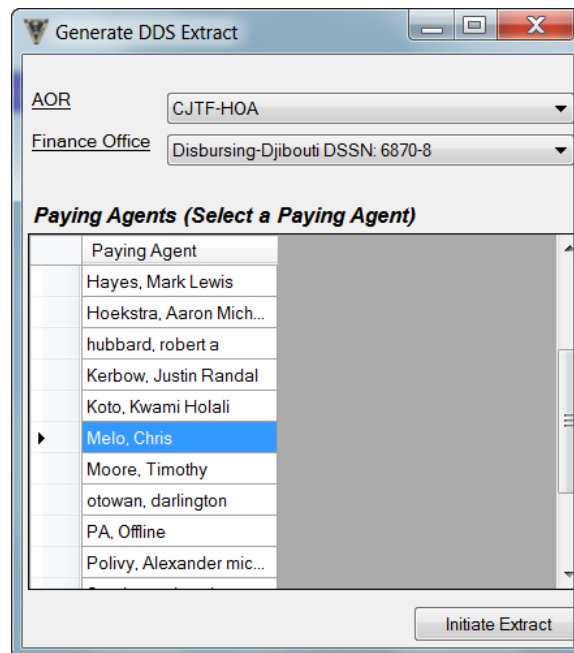
1. From the **Financial** menu, select **DDS, Create DDS Extract**.



The *Generate DDS Extract* window opens.

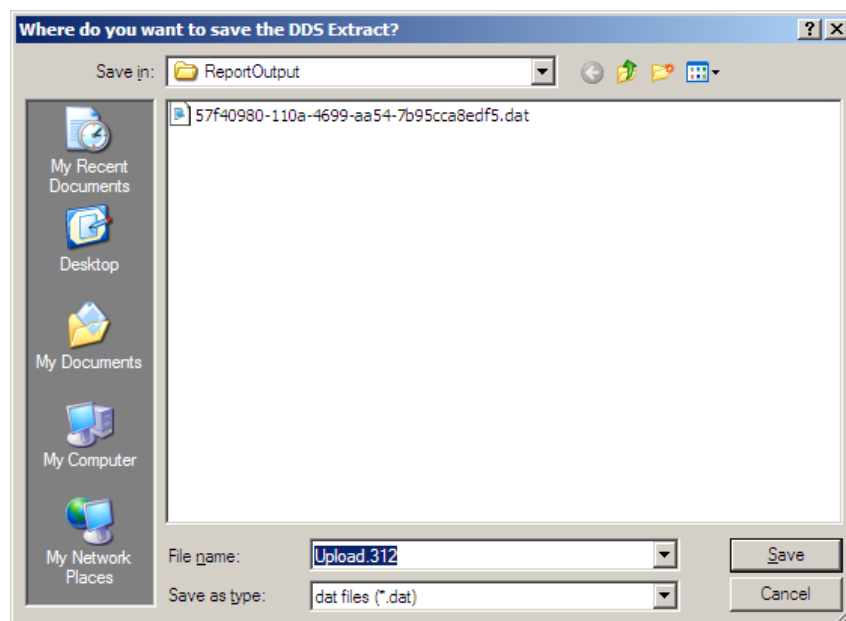
2. Select the appropriate **AOR** and **Finance Office** using the drop-down menus.

The list of paying agents updates to correspond to the selected AOR and Finance Office.



3. Select the **Paying Agent** name, then click the **Initiate Extract** button.
4. In the following dialog box, specify the location and file name for the export file.
5. Click the **Save** button.

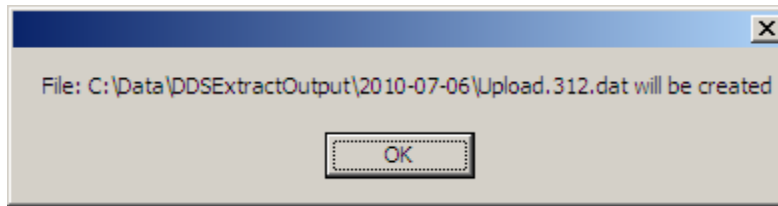
All purchase orders with no voucher numbers that are associated with the selected paying agent, AOR and Finance office, are selected automatically for export.



**Save DDS Extract File Dialog Box**

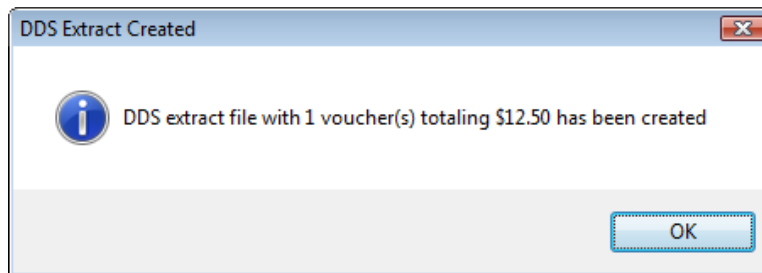


- Click OK in the following confirmation dialog box. The export file is created.



**Export File Confirmation Dialog Box**

The following dialog box confirms the contents of the exported file.



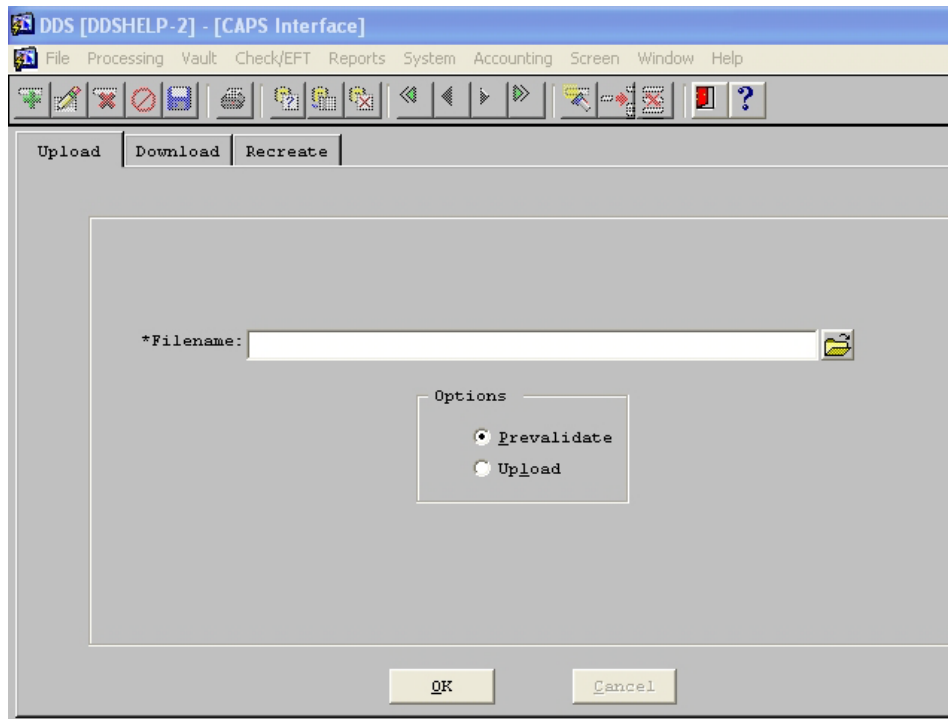
**DDS Extract Created Dialog Box**

## Processing 3in1 Data in DDS

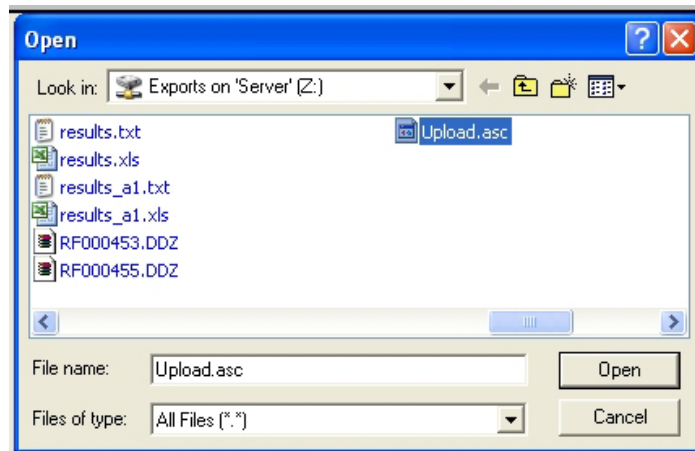
It is helpful to understand how the exported data from the 3in1 Tool Workstation is uploaded and processed in DDS. After payments are issued and voucher numbers are assigned, accountability is posted and the voucher number can be imported back to the 3in1 Tool Workstation.

### *Uploading Data to DDS*

- The initial relevant DDS screen pre-validates the data from the export file created in the 3in1 Tool Workstation, as described in the previous section. Note the **Prevalidate** radio button is selected.
- Click the folder icon to select the data file.

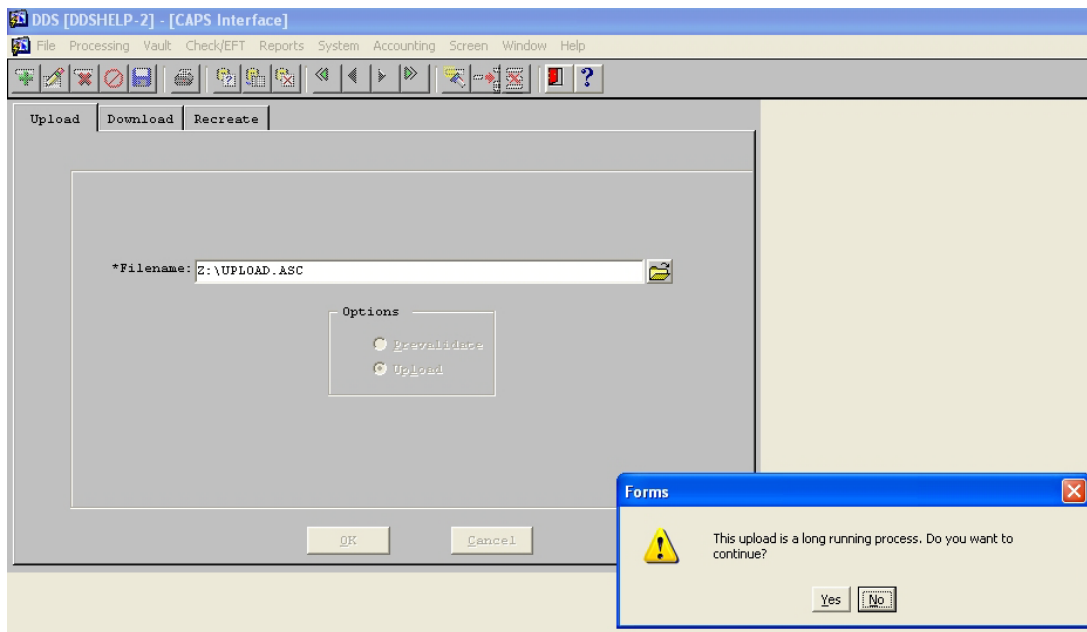


DDS Upload Tab



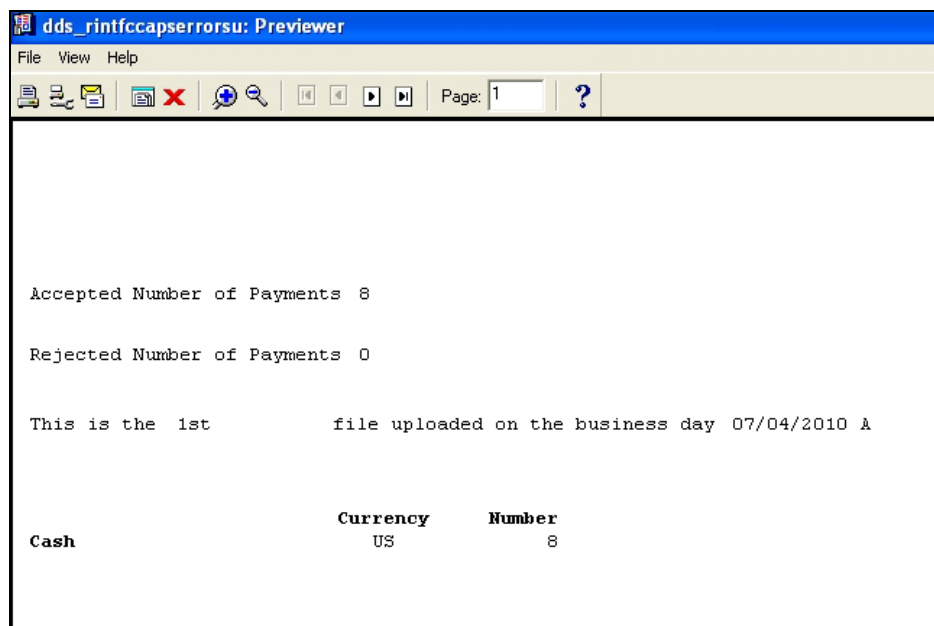
File Open Dialog Box

3. Select the data file exported from the 3in1 Tool Workstation, then click the **Open** button.
4. Click **Yes** when asked to continue the upload process.



Upload File Dialog Box

The results of the file upload are shown in the following report. Any problems detected with the data file will print out in the report. Note the report shows the number of accepted and rejected payments.

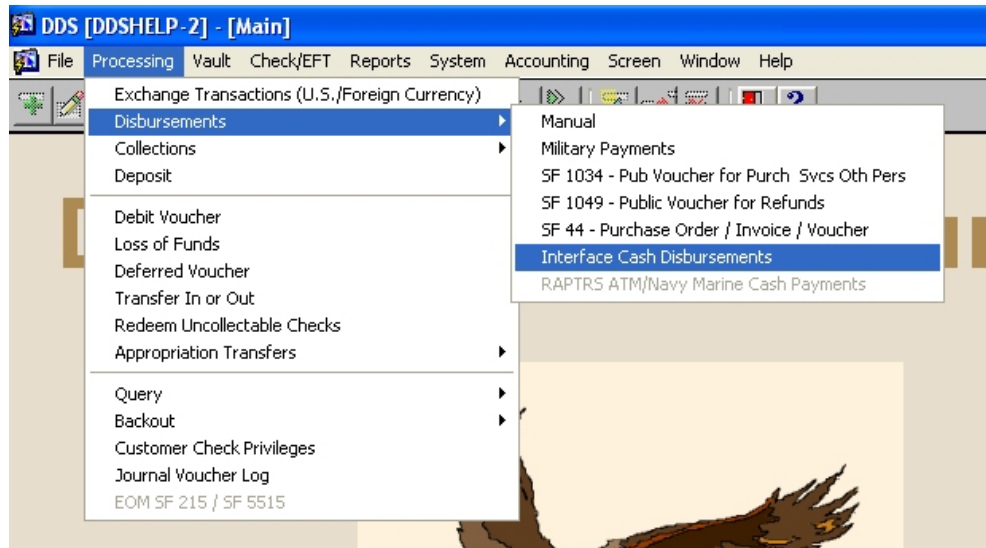


DDS Upload File Report Screen

### ***Making Payments***

The next step is to account for paid vouchers. Note: Open as the agent who is making the payment.

1. From the DDS main menu, select **Processing, Disbursements, Interface Cash Disbursements**.



DDS Menu

2. In the *Interface Cash Disbursements* window, the agent selects the payments to make by marking the check box. It is necessary to select one payee at a time.
3. Click the **Pay** button.

Source	Name	Contract/ Order Number	Pmnt Nbr	SSN	Curr Code	Amount
<input checked="" type="checkbox"/>	CAPS ALFAHAD COMPANY	W91CEU-08M88530006	1		US	450.00
<input type="checkbox"/>	CAPS AMELI	W91CEU-08M88530002	1		US	2,620.00
<input type="checkbox"/>	CAPS JASMIN	W91CEU-08M88530001	1		US	2,500.00
<input type="checkbox"/>	CAPS KALAT AL-NASOOR	W91CEU-08M88530008	1		US	105.00
<input type="checkbox"/>	CAPS KALAT AL-NOSDUR	W91CEU-08M88530003	1		US	3,800.00
<input type="checkbox"/>	CAPS NASEEM AL-RASEKH CO	W91CEU-08M88530004	1		US	336.00
<input type="checkbox"/>	CAPS NASEEM AL-RASEKH CO.	W91CEU-08M88530007	1		US	6,163.00
<input type="checkbox"/>	CAPS PHOENIX CONSTRUCTION	W91CEU-08M88530005	1		US	4,020.00

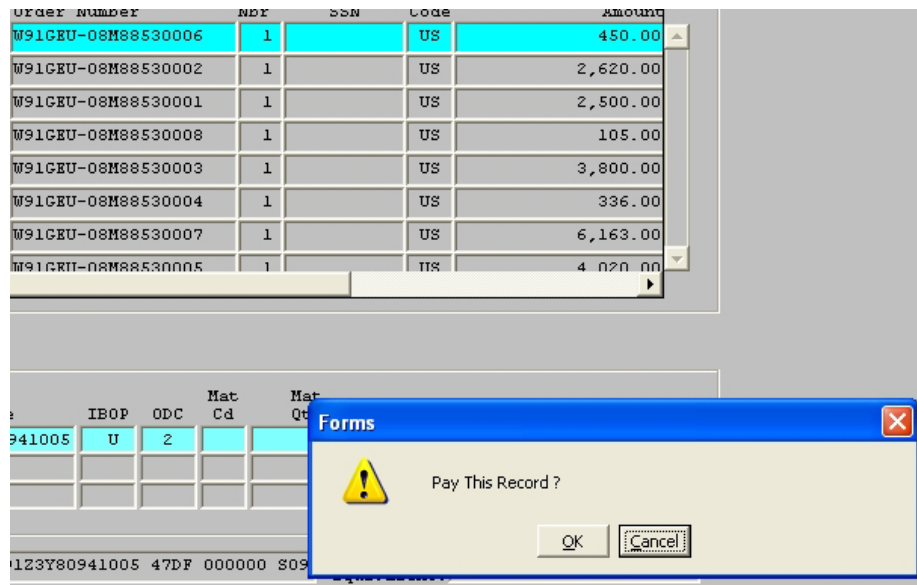
DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IEOP	ODC	Mat Cd	Mat Qty	DISC
		8	47DF	26EB	450.00	W9123Y80941005	U	2			N

21 8 2020 0000 90 0000 000000000000 26EB U W9123Y80941005 47DF 000000 S09											Total US Equivalent:	450.00
---	--	--	--	--	--	--	--	--	--	--	----------------------	--------

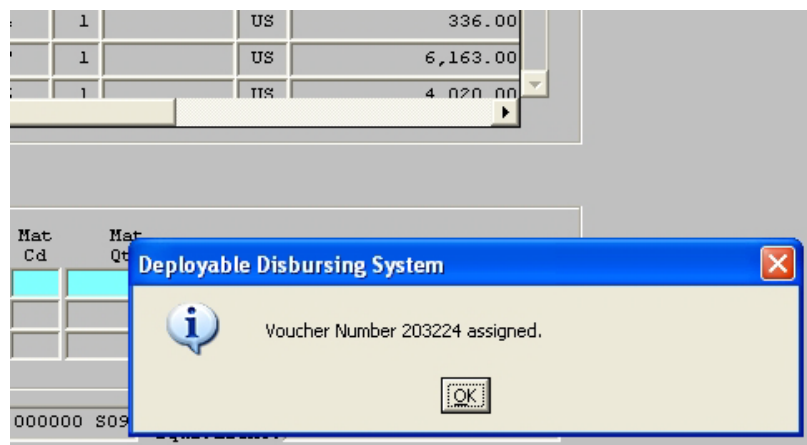
DDS Interface Cash Disbursements Window

- Confirm the displayed payment and LOA information are correct. Click OK when asked to confirm payment.



Payment Confirmation Dialog Box

- The following screen identifies the voucher number assigned to the payment. Write down the voucher number before clicking OK on this dialog box.



Voucher Number Assignment Dialog Box

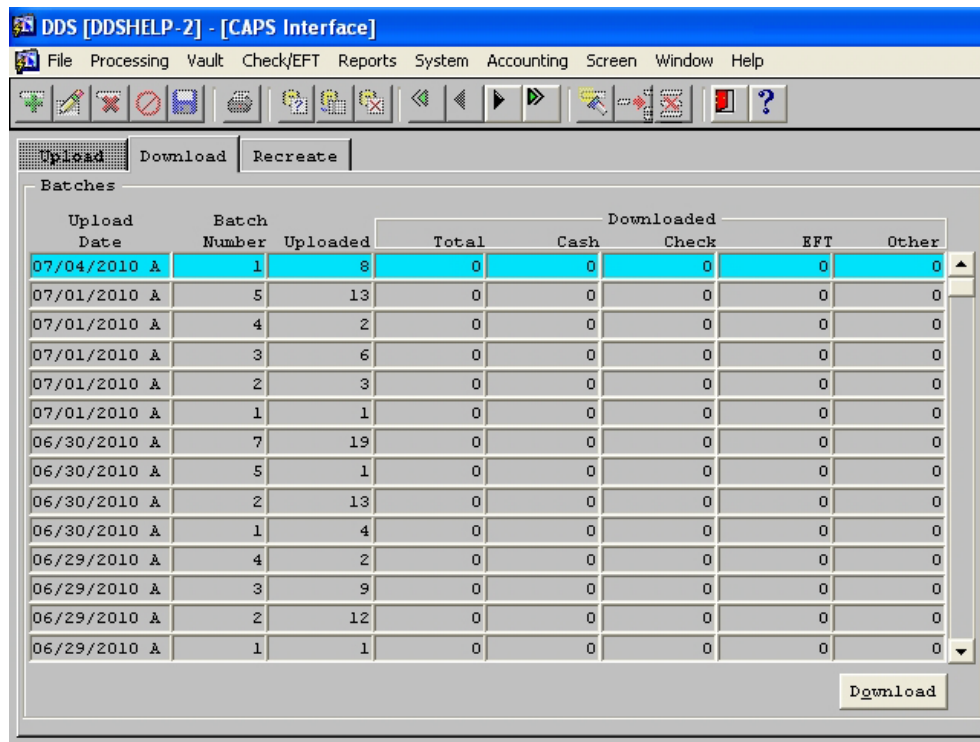
- Go to **System>Re-Print Voucher>AOP** tab and print the AOP.

### ***Downloading Data from DDS***

Once payments are made, the next step is to download data to a file which can be imported into the 3in1 Tool Workstation, to update purchase orders with the newly assigned voucher numbers. Note: This function can be performed only after all payments are made and the business day is closed.

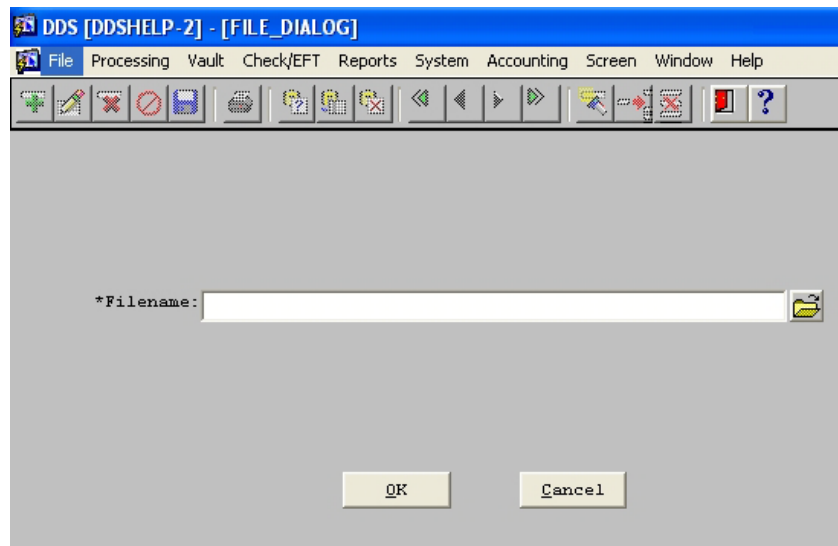
- On the **Download** tab, select the file to download; use the batch number as a reference.

- Click the **Download** button.



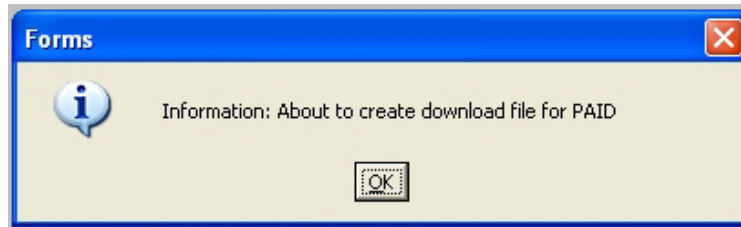
DDS Download Tab

- Use the following screen to determine where to post the file. Click the folder icon, then specify a drive and directory.



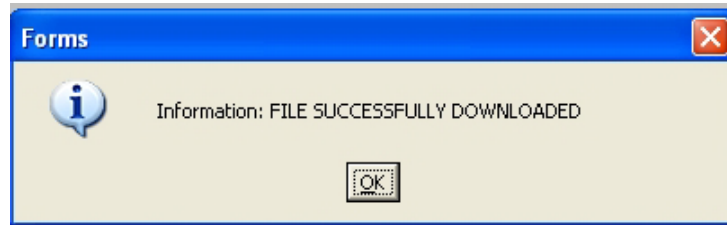
DDS File Output Screen

- Click OK on the following dialog box to confirm the download file creation.



**Download File Creation Dialog Box**

5. When the download file is created, the following dialog box is displayed. Click OK.



**Download File Creation Confirmation Dialog Box**

## Lesson Summary

In this lesson, you learned to:

- ☐ Export purchase orders to DDS to obtain voucher numbers
- ☐ Describe how the 3in1 Tool Workstation interacts with DDS in terms of payments and voucher numbers

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## Lesson 2: Adding Voucher Numbers in the Workstation

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Import voucher numbers for purchase orders
- ☐ Manually add voucher numbers to purchase orders in the Workstation

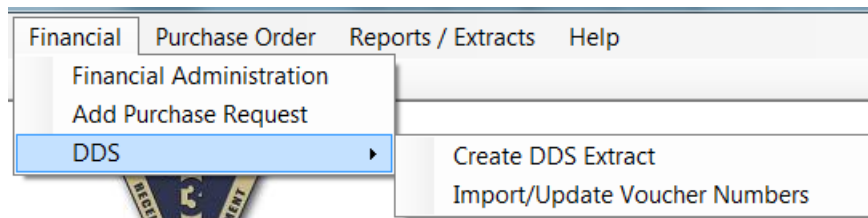
### Adding Voucher Numbers to Purchase Orders in 3in1 Tool Workstation

After voucher numbers are assigned to purchase orders outside the 3in1 Tool system, it is necessary to add these voucher numbers to purchase orders in the 3in1 Workstation. There are two ways to do this. If your finance office uses DDS, the voucher numbers can be imported. Alternatively, you can look up individual purchase orders and manually enter the voucher number for each one.

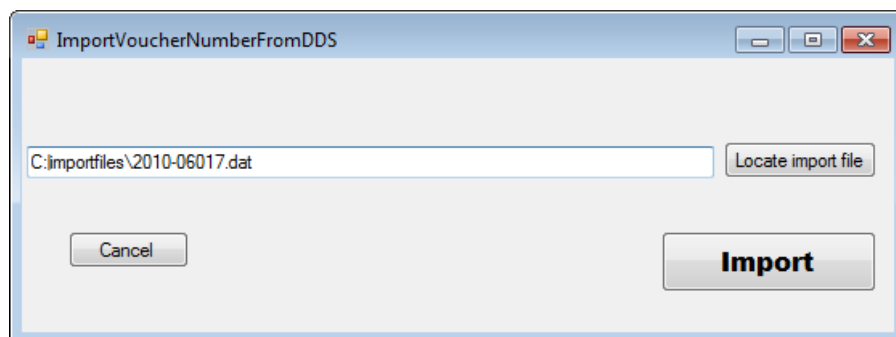
#### *Importing Voucher Numbers from DDS*

Follow these steps to import the DDS download file and update purchase orders with the voucher numbers issued in DDS:

1. From the 3in1 Tool Workstation main menu, select **Financial, DDS, Import/Update Vouchers**.



2. In the *Import* dialog box, click the **Locate Import File** button to locate and select the DDS download file.

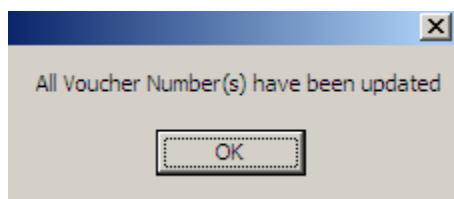


Import Dialog Box

3. Click the **Import** button.

Imported voucher numbers are automatically assigned to the corresponding purchase orders.

4. The following dialog is displayed when the import process finishes. Click OK.



Voucher Update Confirmation Dialog Box

## Manually Adding Voucher Numbers to Purchase Orders

If your finance office does not use DDS, you will need to look up individual purchase orders and manually enter the voucher number for each one. Use the **Purchase Order, Lookup Purchase Order** feature described in *Module 6: Managing Purchase Orders on the Workstation, Lesson 1: Looking Up and Completing Purchase Orders*.

Once the correct purchase order is located, click the **Edit** button at the top of the screen. Locate the **Voucher Number** field and type the number. Click the **Save** button at the top of the screen.

	Seller Signature Date	10/28/2010
0.00000	Currency Code	USD
10/28/2010	Voucher No.	203443

Voucher Number Field on Purchase Order Screen

## Orders Moved to EDA for Permanent Storage

After voucher numbers have been issued, the 3in1 prime database will transmit payment information to other financial systems and send order/voucher and receipt images for official document storage to Electronic Data Access (EDA). This eliminates the need for FOOs and PAs to retain paper copies of the SF44s.

## Lesson Summary

In this lesson, you learned to:

- ☐ Import voucher numbers for purchase orders
- ☐ Manually add voucher numbers to purchase orders in the Workstation

## Module 9: Updating Financial Information

### Lesson 1: Updating Purchase Requests

#### Objectives

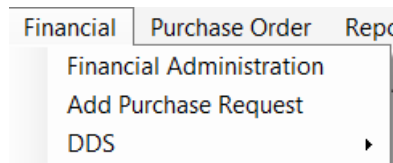
After completing this lesson, the participant will be able to:

- ☐ Look up purchase requests from the Financial Administration
- ☐ Edit Cash Advances, DDS Agent IDs, and Site IDs
- ☐ Increase purchase request funds
- ☐ Cancel or close purchase requests
- ☐ Clear cash advances by authorizing adjustments
- ☐ Attach documents to purchase requests using the Document Handling feature
- ☐ View orders associated with a purchase request

#### Looking Up a Purchase Request

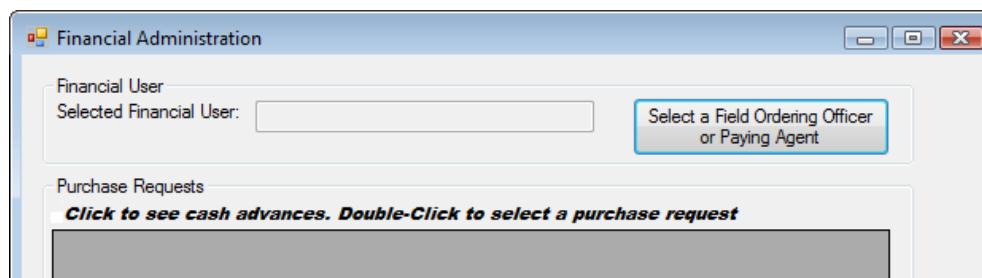
Use the *Financial Administration* screen to perform updates when funds need to be added to or removed from a purchase request; a PR needs to be closed out; or cash needs to be transferred from one PR to another at the end of the fiscal year.

1. From the main menu, select **Financial, Financial Administration**.



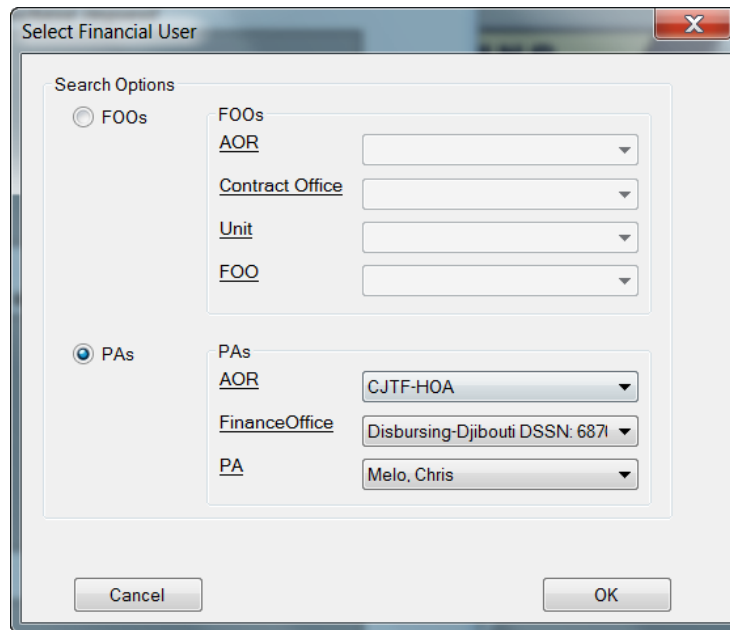
Financial Menu

The *Financial Administration* window opens.



2. The first task is selecting the FOO or PA. Click the **Select a Field Ordering Officer or Paying Agent** button.

The *Select Financial User* window opens.



The 'Select Financial User' dialog box contains two main sections: 'FOOs' and 'PAs'. The 'PAs' section is currently selected. It includes dropdown menus for 'AOR' (set to 'CJTF-HOA'), 'FinanceOffice' (set to 'Disbursing-Djibouti DSSN: 687'), and 'PA' (set to 'Melo, Chris'). There are also 'Cancel' and 'OK' buttons at the bottom.

3. Select the **FOO** or **PA** whose purchase requests should be accessed.

Select the FOOs or PAs radio button, then select the appropriate AOR and office. Then select a name from the FOO or PA drop-down list.

4. Click OK.

Purchase requests associated with the selected paying agent or FOO are displayed in the Purchase Requests section.

Financial User

Selected Financial User:

Select a Field Ordering Officer or Paying Agent

Refresh Purchase Requests

Purchase Requests

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD	Expended(US	Available(US	Total Disbursement Adjustments (USD)	Adjusted Available(US	Line of Accounting
Open	CHPR767	Supplies	5/17/2012 12:...	20,000.00	1,685.61	18,314.39	0.00000	18,314.39...	23423 2 3453 .3453 34

#### Financial Administration Window – Purchase Requests Section

5. In the Purchase Requests section, **double-click** a purchase request.

The *Purchase Request Administration* window opens.

To edit the information in the purchase request, click the **Edit PR** button.

Use the other buttons displayed at the bottom of the window to perform actions on the purchase request.

The screenshot shows a software window titled "Purchase Request Administration". It is divided into two main sections: "Purchase Request Details" and "Purchase Request Maintenance".

**Purchase Request Details:**

- Assign to:** Melo, Chris (with a "Select" button)
- Purchase Request Number:** CHPR767
- Description for Device Display:** Supplies
- Service Organization:** Army (dropdown menu)
- Line Of Accounting:** A text area containing the following alphanumeric string: 23423 2 3453 .3453 34 34534 452345234543525 4235 52345 4352345342 56345623453453453 4352345342 52345 523452
- Finance Type:** Cash (dropdown menu)
- Amount (USD):** \$20,000.00
- PO Adjustment Amount:** 0.00000
- Cash Advance Adj Amt:** 0.00000

**Purchase Request Maintenance:**

- Buttons: Cancel PR, Decommit PR, Increase PR, Close PR, Add Cash Advance, Edit PR.
- File(s):** Purchase\_Request\_Document.pdf (PUF) (dropdown menu)
- Buttons: View, Upload, Delete.
- Close** button at the bottom center.

Purchase Request Administration Window

## Editing Purchase Requests

Select the **Edit PR** button to open a new window and edit the following fields: **PR Number**, **Description**, and **Line of Accounting (LOA)**. Click the **Save** button to save the changes. To abandon the edits, click the **Cancel Editing** button.

**Purchase Request Administration**

**Purchase Request Details**

Assign to: Melo, Chris [Select]

Purchase Request Number: CHPR767

Description for Device Display: Supplies

Service Organization: Army

Line Of Accounting: 23423 2 3453 .3453 34 34534 452345234543525  
4235 52345 4352345342 56345623453453453  
4352345342 52345 523452

Finance Type: Cash

Amount (USD): \$20,000.00

PO Adjustment Amount: 0.00000

Cash Advance Adj Amt: 0.00000

[Cancel Editing] [Save]

### Edit Purchase Request

It is possible to use the **Edit PR** button to edit the Line of Accounting. However, please note that if the Line of Accounting is corrected after the order is executed, the data will be identified as suspect and a comment will be automatically created by the system stating who changed the LOA and when it was done.

PIIN Number: 12345611MAC07 [SF44] [View Mode] 12345611MAC07 (08/22/2011, 388.22 USD) [Add...] [Edit]

Purchase Order | Purchase Items | FOD Responses and Clearance Status | Signatures, Messages, Misc

Date Of Order: 8/22/2011

Name Of Seller: [Redacted]

Address Of Seller: [Redacted]

Furnish Supplies Or Services: [Redacted]

[Purchase item details for...

**Comment**

Comment Type: NORMAL

Comment: [Redacted]

[Add]

Date	Type	First Name	Last Name	Comment
8/22/2011 9:45 AM	ADMIN	SA	Christianson	Moved clearance level 1 to 2
8/26/2011 8:06 AM	ADMIN	PMO	RM	PR&C Changes: Line Of Accounting, changes made by: RM, PMO on 8/26/2011 8:08:02 AM

[Paid]

Data Integrity Suspect [Stages]

FOOA, PMO (pmo,fooa)

**Purchase Order is identified as having Suspect data due to a changed line of accounting**

After editing purchase requests, click the **Refresh Purchase Requests** button to update the table displayed in the *Financial Administration* window.

## Editing Cash Advances

If a mistake was made in entering the DDS Agent ID or Site ID for a cash advance, it is possible to edit these fields.

1. Double-click a cash advance on the *Financial Administration* window.
2. On the *Cash Advance* window, click the **Edit** button.
3. Modify the **DDS Agent ID** and/or **Site ID** field.
4. Click the **Save** button.

**Cash Advance Details** ☐ Non DDS Entry ☐ Cleared

Maximum Cash Advance Amount (USD): 20000

DDS Currency Code: 34

DDS Agent ID: 644

Site ID: 45454

Currency: US Dollar

Exchange Rate: 1

Advanceable Amount: (USD)  
(Foreign)

Cash Advance Amount: 5,000.00

Cash Left: 3,490.91

Adjustment Amount: 0.00000

0 File(s) View Upload Delete

Return Cash Submit Return Cancel Return Transfer Cash Clear Cash Advance

Cancel Transfer

Return Cash  
Amount to Return:

Comments:

Clear Comments

Close Save

Cash Advance Details Window

## Viewing Cash Advances by User

To view cash advances by user:

1. Select **File, Documents, Document Handling**, and the **Cash Advance** tab.
2. Select the AOR, Office, Unit (optional) and User.
3. Click the **Load User's Cash Advances** button.

Cash advances associated with the user are displayed. Cash advance data cannot be edited in this window.

Select a cash advance in the table; all attached files are listed in the **Attached Documents** section. If multiple files are attached, select one using the drop down list.

Click the **View** button to view the attachment. Click the **Delete** button to delete the attached file. Use the **Upload** button to attach a new document.

The screenshot shows a 'Document Handling Form' window with the 'Cash Advance' tab selected. The form contains the following elements:

- Navigation tabs: User, Purchase Request, **Cash Advance**, Purchase Order.
- Form fields:
  - Select AOR: CJTF-HOA
  - Select Office: Disbursing-Djibouti DSSN: 6870-8
  - Select Unit: (empty)
  - Select User: Melo, Chris
- Button: Load User's Cash Advances
- Table of Cash Advances:
 

CA ID	CA Amount	CA Local Currency	PR Number	CA Issue Date
C7C99	5000	USD	CHPR764	5/17/2012 1:4...
F3F87	2000000	IQD	CHPR764	5/17/2012 1:4...
- Attached documents section:
  - File(s): (dropdown menu)
  - Buttons: View, Upload, Delete
- Close button at the bottom.

**View cash advances associated with the selected user**

## Viewing Linked Transactions

The Linked To column in the Cash Advances section is used to identify the cash advance associated with subsequent exchanges that are made. A cash advance exchange is equivalent to a cash advance return in one currency and adding a CA for the same amount in a different currency; and one of the currencies involved is USD.



Each cash advance is assigned a sequence number. The Linked To column identifies the sequence number of the cash advance associated with subsequent returns/exchanges.

Cash Advances

**Click to see purchases on a cash advance. Double-Click to select a cash advance.**

Financial Officer	Date Created	Seq No.	Activity	Linked To	Amount	Curr Code	Exchg Rate	Expended	Expended USD	Available	Amount(USD)	DDS Curr	Adj Amt(USD)	Clear
TEST, RM	2/21/2012 4:35 ...	1	Disbursement		1,000.00	USD	1	1,000.00	800.00	0.00	1,000.00	US	0.00000	<input checked="" type="checkbox"/>
(Device Originat...	2/21/2012 4:40 ...	1	Exchange	1	-361.38	USD	1	0.00	0.00	0.00	-361.38	US	0.00000	<input checked="" type="checkbox"/>
(Device Originat...	2/21/2012 4:40 ...	De	Exchange	1	64,144.95	ALL	177.5	64,144.95	0.00	0.00	361.38	DF	0.00000	<input checked="" type="checkbox"/>
(Device Originat...	2/21/2012 4:43 ...	De	Return	De	-0.95	ALL	177.5	0.00	0.00	0.00	-0.01	DF	0.00000	<input checked="" type="checkbox"/>
(Device Originat...	2/21/2012 4:45 ...	1	Exchange	1	-361.39	USD	1	0.00	0.00	0.00	-361.39	US	0.00000	<input checked="" type="checkbox"/>
(Device Originat...	2/21/2012 4:45 ...	D2	Exchange	1	64,146.72	CDF	177.5	64,146.72	0.00	0.00	361.39	FC	0.00000	<input checked="" type="checkbox"/>
(Device Originat...	2/21/2012 4:46 ...	D2	Return	D2	-0.72	CDF	177.5	0.00	0.00	0.00	0.00	FC	0.00000	<input checked="" type="checkbox"/>
TEST, RM	2/21/2012 5:09 ...	1	Return	1	-277.23	USD	1	0.00	0.00	0.00	-277.23	US	0.00000	<input checked="" type="checkbox"/>

The sequence numbers displayed in the Linked To column help identify the original cash advance linked to the subsequent returns and exchanges.

## Decommitting Funds from a Purchase Request

If funds have been decommitted from a purchase request, the amount loaded on the Workstation should also be decreased. Follow these steps:

1. In the Purchase Requests section of the *Financial Administration* window, double-click a purchase request.

The *Purchase Request Administration* window opens.

2. Click the **Decommit PR** button.

The *Decommit Purchase Request* window opens.

3. Type the amount to decommit.

Select the **Closeout Purchase Request** checkbox to

automatically close out a PR after a successful decommitment of funds. This saves users the extra step of having to select the **Close PR** button. The system will only close out the PR if all funds have been expended on the PR.

4. Click the **Decommit Funds** button.

The following message confirms the decommitment is pending, awaiting confirmation from the device.

**Purchase Request to Decommit:**

PR#: WER2367

Description: OPP FUNDS

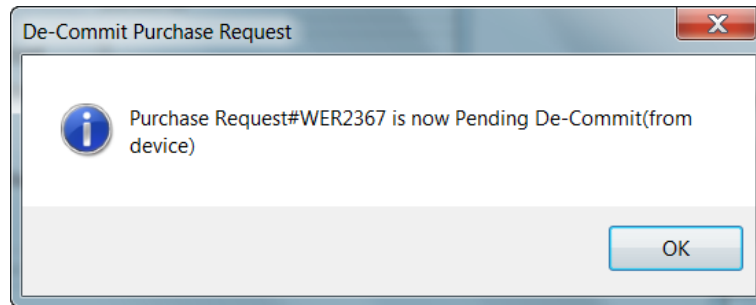
PR Amount: \$50,000.00

Available Amount: 50,000.00 (USD)

Amount to Decommit: 500.00 (USD)

☐ Closeout Purchase Request

**Decommit Funds**



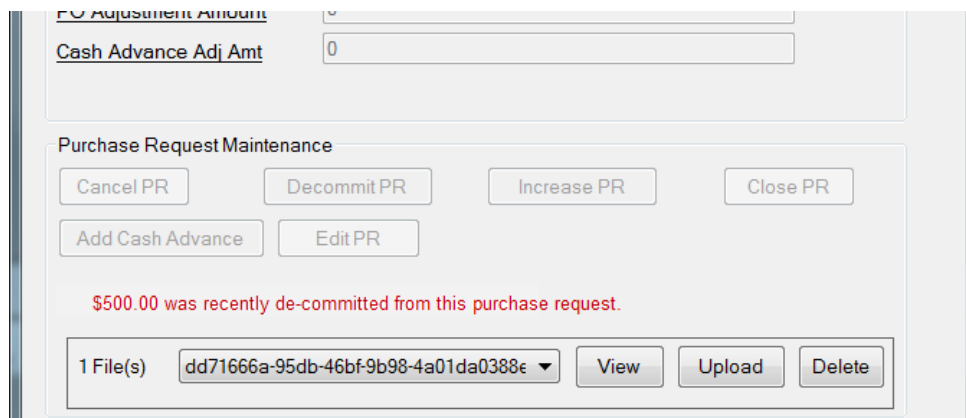
The purchase request status changes to “Pending De-Commit,” in the *Financial Administration* window.

Purchase Requests						
Click to see cash advances. Double-Click to select a purchase request.						
Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)
Pending De-Commit	WER2367	OPP FUNDS	11/14/2011 3:42...	50,000.00	0.00	50,000.00
Open	WER5678	OPP FUNDS 2	11/14/2011 3:46...	50,000.00	0.00	50,000.00

**Financial Administration Window – Purchase Requests Section**

The Workstation must communicate the pending decommitment to the handheld device. Read the section below for details.

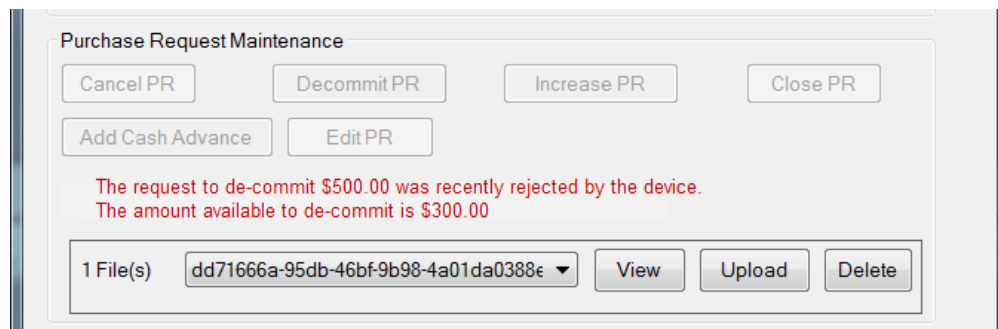
When the Workstation receives acknowledgement from the handheld device, confirming the decommitment of the requested amount, the Workstation automatically decommits the amount and changes the PR status to “Decommitment Acknowledged”. In addition, the available purchase request amount is re-calculated automatically. An acknowledgement message is displayed in red, as shown in the following figure.



**Purchase Request Administration Window – Message Stating Recent Decommitment**

If the device denies the decommitment amount, based on calculations using the current available PR amount, the device also sends a message, displayed in red, as shown in the following figure. The PR status is “Decommit Rejected.”

The message notifies the Workstation user of the correct available amount, so the user can re-enter the amount on the *Decommit Purchase Request* window and click the **Decommit Funds** button.



**Purchase Request Administration Window – Message Stating Recent Decommitment Request was Rejected**

### ***Notes on Automatic Closeouts of PRs***

A purchase request can be closed only if all funds have been expended on the PR.. Please read the section below on how the close PR action is communicated from the Workstation to the 3in1 device.

A scenario may involve increasing funds or decommitting funds from the purchase request in order to make the purchase amounts and cash advances equal the purchase request amount. For example:

- a) Purchase request amount equals \$5000.00
- b) Cash Advance equals \$4000.00
- c) Total purchases made using the Cash Advance equal \$3900.00

The RM cannot close out the PR because the cash advances and purchases do not equal the PR total amount. The PR has \$1000 remaining for cash advances to make purchases and \$100 remaining against the cash advance.

In order to close out this PR, the PA must return \$100 in cash, then the RM has to decommit the remaining amount, which is \$1100 in this example, using the Decommit PR feature described earlier. This would reduce the cash advance amount to \$3900 and the PR to \$3900, so the PR could be closed.

**Note:** Closed or cancelled purchase requests cannot be modified later (i.e., the PR amount cannot be increased).

### ***Communication between the Workstation and Device During Decommit***

Once the **Decommit Funds** button is selected, the PR moves to a "Pending Decommit" status and a message is sent to the 3in1 device, requesting to decommit the specified amount. The device either acknowledges the requested amount or identifies a different amount that is available to decommit. Once the Workstation receives the message, the decommitment can proceed. Purchase requests are automatically decommitted if the handheld device verifies that the PR balance is sufficient to support the de-commit.

Note that the device must be powered on and connected to the network in order for the communication to occur. If the device is disconnected, it will not receive the message and will not allow the Workstation user to decommit funds.

## Increasing Funds for a Purchase Request

**To increase funds for a purchase request:**

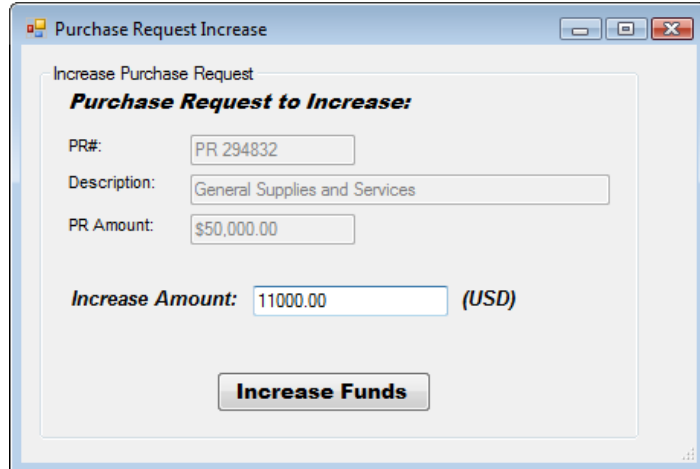
1. In the Purchase Requests section of the *Financial Administration* window, double-click a purchase request.

The *Purchase Request Administration* window opens.

2. Click the **Increase PR** button.

The *Purchase Request Increase* window opens.

3. In the **Amount** field, type the amount of funds to add to the purchase request.
4. Click the **Increase Funds** button.



## Cancelling a Purchase Request

A purchase request can be cancelled only if no purchases or cash advances have been issued against it. Please read the section below on how the cancelled PR action is communicated from the Workstation to the 3in1 device.

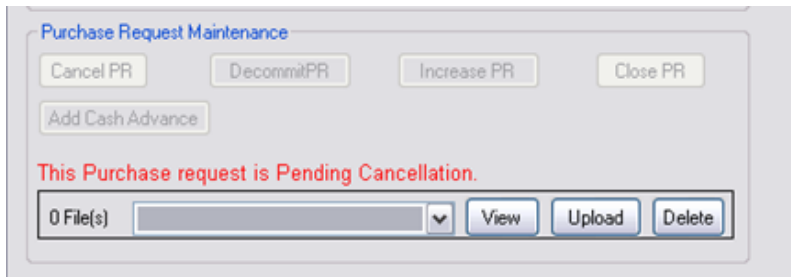
**To cancel a purchase request:**

1. Follow the steps outlined above to look up a Purchase Request for a FOO or PA.
1. In the Purchase Requests section of the *Financial Administration* window, **double-click** a purchase request.

The *Purchase Request Administration* window opens.

2. Click the **Cancel PR** button.
3. A confirmation dialog asks you to proceed. Click the **Yes** button.

The purchase request remains in a Pending status until an acknowledgement of the closing is received from the handheld device. The following message is displayed at the bottom of the *PR Administration* window.



4. You may continue working. At some point later, navigate back to PR Administration window for the same PR.

A message at the bottom of the screen will indicate the device has sent an acknowledgement of the cancel action. Otherwise, the message will say it is still waiting for the device to acknowledge the request. Check back later for the acknowledgement.

5. Once the acknowledgment from the device is received, the **Cancel PR** button becomes active. Click the **Cancel PR** button.
6. Click the **Yes** button on the confirmation dialog. The purchase request is now cancelled.

## Closing a Purchase Request

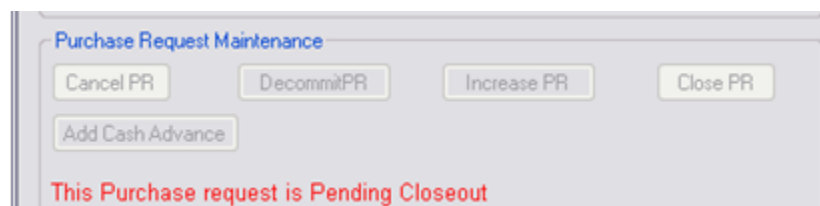
**To close a purchase request separately from the decommit function:**

1. Follow the steps outlined above to look up a Purchase Request for a FOO or PA.
2. In the Purchase Requests section of the *Financial Administration* window, double-click a purchase request.

The *Purchase Request Administration* window opens.

3. Click the **Close PR** button.
4. A confirmation dialog asks you to proceed. Click the **Yes** button.

The purchase request remains in a Pending status until an acknowledgement of the closing is received from the handheld device. The following message is displayed at the bottom of the *PR Administration* window.



5. You may continue working. At some point later, navigate back to *PR Administration* window for the same PR.

A message at the bottom of the screen will indicate the device has sent an acknowledgement of the closing. Otherwise, the message will say it is still waiting

for the device to acknowledge the request. Check back later for the acknowledgement.

6. Once the acknowledgment from the device is received, the **Close PR** button becomes active. Click the **Close PR** button.
7. Click the **Yes** button on the confirmation dialog. The purchase request is now closed.

### ***Communication between the Workstation and Device during Cancel/Close***

When the Cancel PR or Close PR button is selected on the Workstation, a message is sent to the device, asking for acknowledgement of the cancellation or closeout. The PR moves to a status of “Pending” and remains until an acknowledgement is received from the device. At that point, the user can cancel/close out the PR on the Workstation.

There may be cases where the device cannot send an acknowledgement immediately. For example, if pending orders on the device that are related to the cancelled or closed PR have not yet been transmitted to the Workstation, the device must first upload these orders and then provide the acknowledgement.

Note that the device must be powered on and connected to the network in order for the communication to occur. If the device is disconnected, it will not receive the message and will not allow the Workstation user to cancel or close the PR.

## **Clearing Cash Advances**

In some situations, it may be necessary to make a minor adjustment in order to clear a cash advance and close out a purchase request. For example, there may be a fractional value difference due to foreign currency conversions; there may be a gain or loss due to a fluctuation in the exchange rate.

As a general rule, before clearing a cash advance, return all leftover funds from that cash advance. Once all leftover funds from the cash advance are returned, proceed to clearing the cash advance.

Also, it is advisable that the DA clear all cash advances before the RM attempts to close out a purchase request. The DA can manually clear a cash advance using the **Clear Cash Advance** button on the *Cash Advance* window.

The Clear Cash Advance feature will be available only for “Top Level” disbursement activities. The best way to spot “Top Level” disbursement activity is to look at “Disbursements” inside the Activity column of the Cash Advances table. All of the associated transactions, such as Exchanges or Return, will be automatically cleared when disbursements are cleared by the DA.

### **To manually clear a cash advance:**

1. On the *Cash Advance* window, click the **Clear Cash Advance** button.

**Cash Advance Details** ☐ Non DDS Entry ☐ Cleared

Maximum Cash Advance Amount (USD):

DDS Currency Code:

DDS Agent ID:

Site ID:

Currency:

Exchange Rate:

Advanceable Amount:  (USD)  
 (Foreign)

Cash Advance Amount:

Cash Left:

Adjustment Amount:

0 File(s)

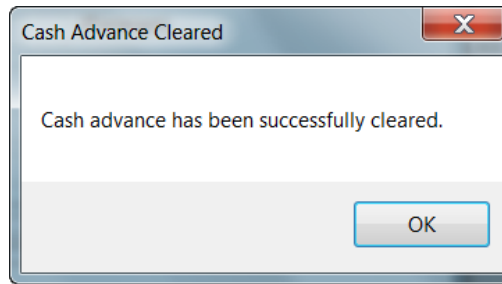
2. The Workstation calculates the amount of the adjustment that is required, then displays the following message.

**Clear Cash Advance**

? Cash Left amount from all purchases, returns, and exchanges is not zero. If you still have some cash you haven't returned yet, please click Cancel now and return the cash first before trying to clear this cash advance. Otherwise, would you like to authorize an adjustment amount of -80.00000 in order to clear this cash advance?

- At this point, if you determine that you need to return some cash before clearing this cash advance, click the **Cancel** button and use the **Return Cash** feature, then go back to step 1 and try to clear the cash advance.
- The other option is to click OK, which means that you authorize the Workstation to enter the value shown in the message in the Adjustment Amount field for the cash advance, and then clear the cash advance.

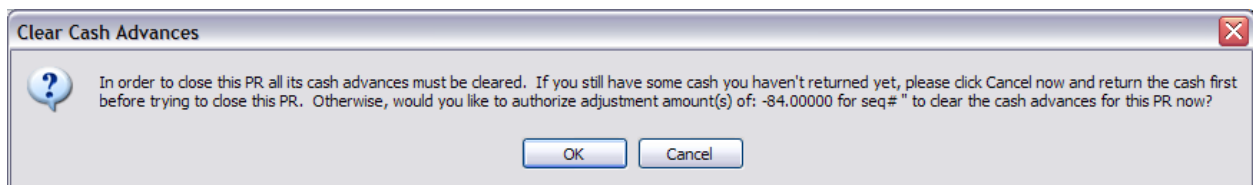
The following message confirms the cash advance has been cleared successfully.



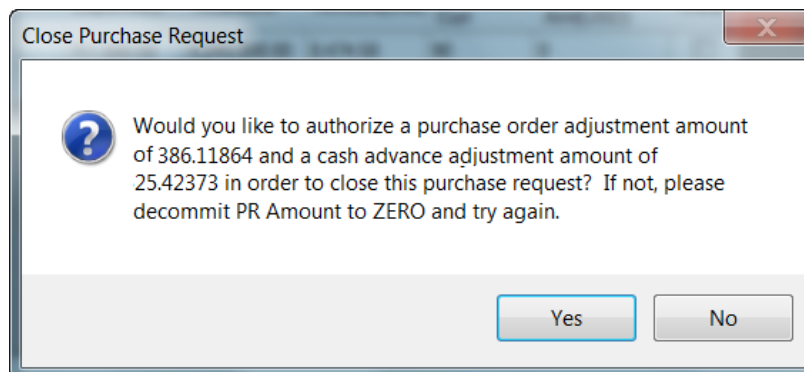
### ***Authorizing Cash Advance Adjustments during PR Close Out***

If the RM attempts to close a PR using the **Close PR** button on the *Purchase Request Administration* window, and some of the associated cash advances have not yet been cleared, the 3in1 system will request to "force" clear them.

Click OK to authorize an adjustment in the amount shown in the message below and clear the cash advance.



If the RM attempts to close a PR without first decommitting the remaining funds, the 3in1 system will request to "force" the closeout through PO and CA adjustments. Clicking **Yes** will force the closeout of the PR.



**Close Purchase Request Dialog Box – PO Adjustment Required**

The other option is to click **No** and then use the **Decommit Funds** button to decommit the remaining funds from the PR and select **Close PR** again. It is recommended that the remaining PR funds be decommitted before closing out a PR.

### ***Summary***

To recap, the recommended sequence of events regarding the reconciliation of funds for a PR in the 3in1 system is as follows:



1. Return all available cash for all cash advances associated with the PR
2. Clear all cash advances associated with the PR
3. Decommit remaining PR funds
4. Closeout PR

### ***PR and Cash Advance Adjustments Display Onscreen Only***

The cash advance adjustments are displayed only on the Workstation screens. They do not affect the original purchase request nor are they displayed on the printed SF44.

On the *Financial Administration* window, the Purchase Requests section displays available funds by purchase request, as well as disbursement adjustments and adjusted available amounts in USD.

Financial User

Selected Financial User:

Select a Field Ordering Officer or Paying Agent

Refresh Purchase Requests

Purchase Requests

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)	Total Disbursement Adjustments (USD)	Adjusted Available(USD)	Line of Accounting
Open	CHPR767	Supplies	5/17/2012 12:00:00	20,000.00	1,685.61	18,314.39	0.00000	18,314.39	23423 2 3453 .3453 34

#### **Financial Administration Window – Purchase Requests Section**

The Cash Advances section shows available cash by disbursement so user knows how much to return; action dates; and authorized adjustment amounts.

Cash Advances													
Click to see purchases on a cash advance. Double-Click to select a cash advance.													
Financial Officer	Date Created	ID	Activity	Linked To	Advanced Amount (Local Currency)	Curr Code	Exchg Rate	Expended Amount (Local Currency)	Expended Amount (USD)	Available Amount (Local Currency)	Advanced Amount (USD)	DDS Curr	Adj Amt (USD)
Baker, Lou	5/17/2012 1:0...	273AA	Disbursement		5,000.00	USD	1	1,656.34	1,656.34	3,490.91	5,000.00	34	0.00000
Baker, Lou	5/17/2012 1:0...	ABFF2	Disbursement		2,000,000.00	IQD	1777.4545	52,000.00	29.26	2,000,000.00	1,125.20	34	0.00000

#### **Financial Administration Window – Cash Advances Section**

The **Linked To** column in the Cash Advances section is used to identify the cash advance associated with subsequent exchanges that are made. A cash advance exchange is equivalent to returning a cash advance in one currency, and adding a cash advance for the same amount in a different currency; also, one of the currencies involved is USD. Each cash advance is assigned a sequence number. The Linked To column identifies the sequence number of the cash advance associated with subsequent returns/exchanges.

In the *Purchase Request Administration* window, the Cash Advance Adjustment and PO Adjustment fields display any adjustments made to the purchase request.

The screenshot shows the 'Purchase Request Administration' window. The 'Purchase Request Details' section contains the following fields:

- Assign to:** Melo, Chris (with a 'Select' button)
- Purchase Request Number:** W28K&Z-2358-1203
- Description:** Materials for RDC
- Service Organization:** Army
- Line Of Accounting:** 21 1 2020 .0000 8A 2084 P135197.00000 25EB 83 49AF W912E511399950 49AF 83 509076
- Finance Type:** Cash
- Amount (USD):** \$3,300.00
- PO Adjustment Amount:** 0.00
- Cash Advance Adj Amt:** \$3.00 (This field is highlighted with a red box)

The 'Purchase Request Maintenance' section contains the following buttons:

- Cancel PR
- Decommit PR
- Increase PR
- Close PR
- Add Cash Advance
- Edit PR

At the bottom, there is a file upload section with '0 File(s)', a dropdown menu, and buttons for 'View', 'Upload', and 'Delete'.

Purchase Request Administration Window Displays Cash Advance Adjustment Amount

## Working with Attached Documents using the Document Handling Feature

Typically scanned supporting documents, such as a copy of the certified PR, would be uploaded using the *Purchase Request Administration* window. However, files can also be uploaded to a user profile, such as to a PA, using the Document Handling feature.

### Attaching Documents to Purchase Requests

**To attach files to a purchase request, such as a copy of the PR document:**

1. Select **File, Documents, Document Handling** from the main menu.
2. In the *Document Handling Form* window, on the **Purchase Request** tab, select an AOR and Finance Office.
3. Select a Paying Agent. The purchase requests assigned to the Paying Agent display.
4. Select a purchase request in the Purchase Requests table.

Document Handling Form

User Purchase Request Cash Advance Purchase Order

AOR CJTF-HOA Office Disbursing-Djibouti DSSN: 6870-8

Paying Agents

Paying Agents
Koto, Kwami Holali
Melo, Chris
Moore, Timothy
otowan, darlington
PA, Offline
Polivy, Alexander mic...

Purchase Requests

Purchase Request	Description	Line of Accounting	Amount
N3654A11PVTRBM2	CASH REQUEST CO...	17 1 1804 60CA 260 3...	3238.8500
CLASDM1MOOR021	OPFUND IN SUPPOR...	971 0100.56SA SF-104...	15000.0000
N3654A11PVTRCM2	OPERATIONS FUND ...	1711804 60CA 260 365...	11198.5500
N3654A11PV901SO	CASH REQUEST FO...	17 1 1804 60CA 260 36...	2500.0000
CLASDM2MOOR003	Purchase request for ...	97 2 0100.56SA SF-10...	15000.0038

Attached documents

2 File(s) installation.jpg (PURCHASEREQUES) View Upload Delete

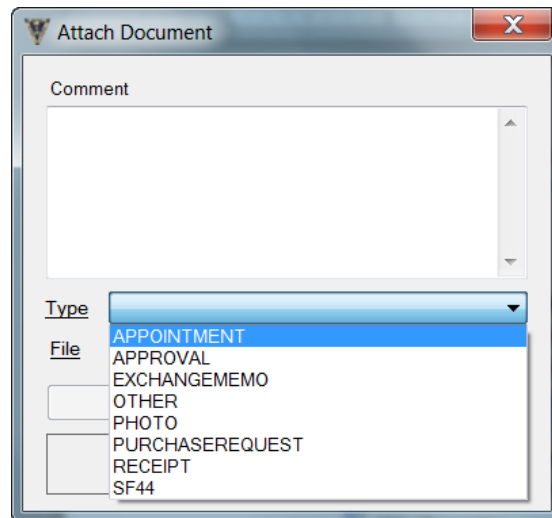
Close

Document Handling Window, Purchase Request Tab

**To attach a file to a purchase request:**

1. Click the **Upload** button. The *Attach Document* dialog box opens.
2. Use the **Browse** button to locate and select the file.
3. Provide a comment about the attachment.
4. Select the file **Type** (i.e., Purchase Request, Appointment Letter)
5. Click the **Upload File** button.
6. Close the *Attach Document* dialog box.

The file is now attached to the purchase request.



**Attach Document Dialog Box**

7. Click the **Close** button to close the *Document Handling Form* window.

### ***Viewing or Removing Attachments***

Documents that are attached to a purchase request can be viewed in the application associated with the document file type. For example, view an .XLS spreadsheet file in Microsoft Excel. Then use the application to print or save the file locally.

#### **To view a file attachment:**

1. In the *Document Handling Form* window, select the file attachment (if there is more than one) from the drop-down list.
2. Click the **View** button.



**Document Attached to a Purchase Request**

The selected document opens in the application that is associated with the document type. A system setting on your computer associates file types with applications. For example, .XLS (spreadsheet files) are usually associated with Microsoft Excel.

#### **To remove a file attachment from a purchase request:**

1. In the *Document Handling Form* window, select the file attachment, if there is more than one, from the drop-down list.
2. Click the **Delete** button.

## **Viewing Orders**

The orders associated with a selected purchase request and cash advance are displayed in the bottom section of the *Financial Administration* window.

Information about each order includes the order date and status, PIIN, total cost, and amount paid. Use the horizontal scroll bar to view additional columns. Re-sort the orders by clicking any column heading, such as Order Status.

Purchases											
Order Date	Order Status	PIIN Number	Total Cost	Amount Paid	Exchg Rate	Curr Code	Ordered By Person	Received By Person	Paying Agent	Seller	Comments
10/19/2011	Cleared	N3654A12MA1...	23,900.00	134.65	177.50	DJF	JOHNA JOSEPH	JOHNA JOSEPH	Chris Melo	ETS WASSEL	

#### Financial Administration Window – Purchases Associated with Selected PR and Cash Advance

## Lesson Summary

In this lesson, you learned to:

- ☐ Look up purchase requests from the Financial Administration
- ☐ Increase purchase request funds
- ☐ Cancel or close purchase requests
- ☐ Attach documents to purchase requests using the Document Handling feature
- ☐ View orders associated with a purchase request

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## Lesson 2: Managing Cash Advances on the Workstation

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Transfer or return cash for purchase requests on the Workstation

### Transferring Cash between Purchase Requests

At the end of the Fiscal Year, it may be necessary to transfer cash out in the field from one PR to another PR. The transfer avoids requiring the PA to return cash and get additional cash under a new PR.

#### To transfer cash from one PR to another:

1. Add the new purchase request to which the cash will be transferred. (See *Module 4: Issuing Purchase Requests and Cash Advances, Lesson 1: Financial Process*)
2. To make the transfer, in the Purchase Requests section of the *Financial Administration* window, click the purchase request from which funds will be transferred.

Cash advances issued for the purchase request display in the Cash Advances table.

Financial User

Selected Financial User:

Select a Field Ordering Officer or Paying Agent

Refresh Purchase Requests

Purchase Requests

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)	Total Disbursement Adjustments (USD)	Adjusted Available(USD)	Line of Accounting
Open	CHPR767	Supplies	5/17/2012 12:00:00	20,000.00	1,685.61	18,314.39	0.00000	18,314.39...	23423 2 3453 .3453 34 34534 452345234543...

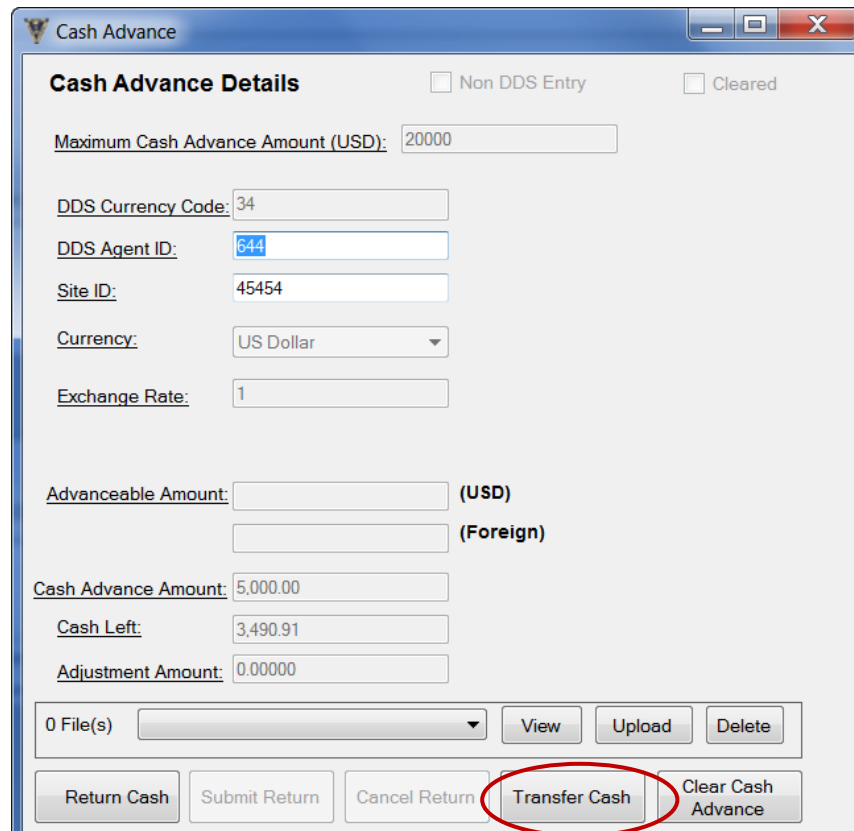
Cash Advances

Click to see purchases on a cash advance. Double-Click to select a cash advance.

Financial Officer	Date Created	ID	Activity	Linked To	Advanced Amount (Local Currency)	Curr Code	Exchg Rate	Expended Amount (Local Currency)	Expended Amount (USD)	Available Amount (Local Currency)	Advanced Amount (USD)	DDS Curr	Adj Amt (USD)	Clear
Baker, Lou	5/17/2012 1:00:00	273AA	Disbursement		5,000.00	USD	1	1,656.34	1,656.34	3,490.91	5,000.00	34	0.00000	<input type="checkbox"/>
Baker, Lou	5/17/2012 1:00:00	ABFF2	Disbursement		2,000,000.00	IQD	1777.4545	52,000.00	29.26	2,000,000.00	1,125.20	34	0.00000	<input type="checkbox"/>

Cash advances are displayed for the selected purchase request

3. Double-click a cash advance to open the *Cash Advance* window.



The screenshot shows the 'Cash Advance' window with the following details:

- Cash Advance Details**
  - ☐ Non DDS Entry
  - ☐ Cleared
- Maximum Cash Advance Amount (USD): 20000
- DDS Currency Code: 34
- DDS Agent ID: 644
- Site ID: 45454
- Currency: US Dollar
- Exchange Rate: 1
- Advanceable Amount: (USD) (Foreign)
- Cash Advance Amount: 5,000.00
- Cash Left: 3,490.91
- Adjustment Amount: 0.00000

At the bottom, there is a file selection area with '0 File(s)' and buttons for 'View', 'Upload', and 'Delete'. Below this is a row of buttons: 'Return Cash', 'Submit Return', 'Cancel Return', 'Transfer Cash' (circled in red), and 'Clear Cash Advance'.

4. On the *Cash Advance* window, click the **Transfer Cash** button.  
The *Select Purchase Request* window is displayed.
5. Select the **Instant Transfer** radio button to transfer funds immediately, or select the **Schedule Transfer** radio button to schedule a date using the calendar button directly beneath the radio button.  
To cancel a scheduled transfer, select the **Cancel Transfer** button on the *Cash Advance* window.
6. Type the **Amount to Transfer**.
7. Select the checkbox beside the purchase request that should receive the transferred funds.
8. Click the **Complete Transfer** button.



Select Purchase Request

☒ Instant Transfer ☐ Schedule Transfer

Amount to Transfer: 1000.00 Date of Transfer: Friday, August 10, 2012

Available Purchase Requests

**Select One:**

Select	Purchase Request	Description	Amount(USD)	Line of Accounting
<input checked="" type="checkbox"/>	WER2367	OPP FUNDS	50,000.00	23 1 0987 .9870 34 467...

Cancel Complete Transfer

#### Select Purchase Request to Receive Transferred Funds

**Note:** If a disbursement was issued from the 3in1 handheld device, the Financial Officer column displays “Finance/Disbursing Office Not Specified” as shown in the following figure.

Cash Advances			
Click to see purchases on a cash advance. Double-Click to select a cash advance.			
Financial Officer	Date Created	ID	Activity
(Device Originated) Finance/Disbursing Officer Not Specified...	12/20/2011 7:16...	12	Exchange
(Device Originated) Finance/Disbursing Officer Not Specified...	12/20/2011 7:16...	D46	Exchange

Financial Administration Window – Cash Advances Section Identifies Disbursements Originating from the Device

## Returning Cash

To return leftover cash from a purchase request:

1. In the Purchase Requests section of the *Financial Administration* window, click the purchase request from which funds will be transferred.

Cash Advances issued for the purchase request display in the Cash Advances table.

2. Double-click a cash advance to open the *Cash Advance* window.
3. On the *Cash Advance* window, click the **Return Cash** button.

The **Amount to Return** field is enabled.

4. Type the **Amount to Return** and any **Comments**.
5. Click the **Submit Return** button. This change will be transmitted to the device.

To cancel the transaction and clear the **Amount to Return** field, click the **Cancel Return** button.

The screenshot shows the 'Cash Advance' window with the following fields and controls:

- Cash Advance Details** (checkboxes: ☐ Non DDS Entry, ☐ Cleared)
- Maximum Cash Advance Amount (USD):** [Empty field]
- DDS Currency Code:** [US]
- DDS Agent ID:** [UY4]
- Site ID:** [345]
- Currency:** [US Dollar]
- Exchange Rate:** [1]
- Advanceable Amount:** [Empty field] (USD), [Empty field] (Foreign)
- Cash Advance Amount:** [50,000.00]
- Cash Left:** [50,000.00]
- Adjustment Amount:** [0.00000]
- File(s):** [0 File(s)] [View] [Upload] [Delete]
- Buttons:** [Return Cash] [Submit Return] [Cancel Return] [Transfer Cash] [Clear Cash Advance] [Cancel Transfer]
- Return Cash Section:** [Return Cash] [Amount to Return: 3000.00]
- Comments:** [Empty text area] [Clear Comments]
- Bottom Buttons:** [Edit] [Close]

Cash Advance Window – Returning Cash

## Lesson Summary

In this lesson, you learned to:

- ☐ Transfer or return cash for a purchase request
- ☐ Explain that a PA can use the 3in1 handheld device to add a cash advance, return funds to the finance office, exchange cash into a different currency, or record the receipt of another cash advance.

## Lesson 3: Managing Cash Advances on the Handheld Device

### Objectives

After completing this lesson, the participant will be able to explain how a PA performs the following actions using the handheld device:

- ☐ Review cash advance
- ☐ Add, return, or exchange cash advances
- ☐ Print cash advance reports from the device

Note that a Paying Agent can manage cash disbursements on the handheld device. Typically, cash advances are made on the Workstation and received on the device with provisioning data. When the mission requires it, the PA can use the device to add a cash advance, return funds to the finance office, exchange cash into a different currency, and record the receipt of another cash advance. The device will track the exchange rate for all currency exchanges and can print a detailed log of the transactions and declining balance from the device directly. When network connectivity is available, all cash advances changes made on the device will be uploaded to the Workstation.

PAs may initiate cash advances from the handheld device only if they have permission. The KO provides this permission to each PA on the Workstation *User Profile* window.

The Funding tab on the handheld device enables the Paying Agent, when authorized, to manage cash advances on the handheld device. Typically, cash advances are made on the Workstation by the Disbursing Agent and received on the device with provisioning data. The PA, when authorized by the Disbursing Agent, can use the device to add a cash advance, return funds to the finance office, exchange cash into a different currency, and/or record the receipt of another cash advance.

When network connectivity is available, all cash advances changes made on the device will be uploaded to the Workstation.

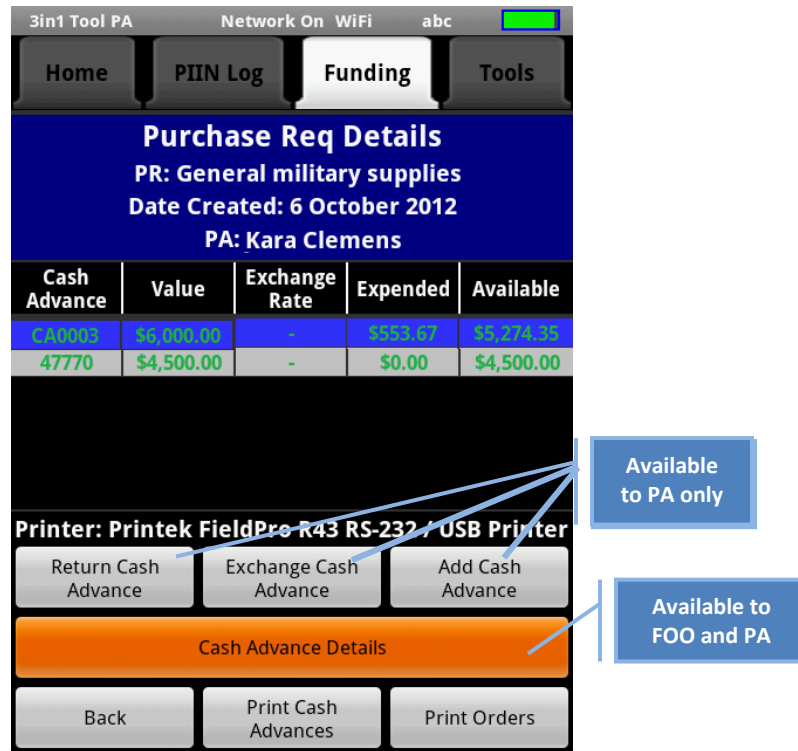
As a RM/DA, you do not use the handheld device, but it is instructive to review the steps and screens used by the PA to manage cash advances on the device.

### Review Cash Advance Details

The PA uses the *Cash Advance Details* screen on the handheld device to view and print details of a particular cash advance.

#### To view cash advance details on the handheld device:

1. Click the **Funding** tab.  
The *Funding* screen displays a list of purchase requests.
2. Click a purchase request to select it.  
The *Purchase Request Details* screen is displayed, showing a list of cash advances.



Purchase Request Details Screen

3. Click to select a cash advance.
4. Click the **Cash Advance Details** button.

The *Cash Advance Details* screen shows the history of the cash advance. It lists purchases, returns and exchanges against a cash advance. The disbursement is displayed as a positive amount, while returns and exchanges are displayed as negative amounts (negative amounts are displayed in brackets). The value of the cash advance, minus the sum of the purchases, returns, exchanges and unpaid orders, should equal the available cash.

3in1 Tool PA Network On WiFi abc

Home PIIN Log **Funding** Tools

**Cash Advance Details**  
 DDS Currency Code: US  
 ID: AE690  
 Currency: US Dollar  
 Value: \$6,000.00 Available: \$5,274.35  
 Purchases: \$553.67 Unpaid Orders: \$171.98  
 Exchanged: \$0.00 Returned: \$0.00

Date	Activity	Amount	X-Rate
2012-10-06	Disbursement	6,000.00	-

Printer: Printek FieldPro R43 RS-232 / USB Printer

Documents

Back Print Details Print Ledger

See the section, *Printing Reports from the Device*, for details on using the **Print Details** and **Print Ledger** buttons.

Select the **Documents** button to view images of documents associated with the cash advance.

- Click the **Back** button to return to the *Purchase Request Details* screen.

## Add a Cash Advance

**To add a cash advance:**

- On the **Funding** tab, click a purchase request.
- On the *Purchase Request Details* screen, click the **Add Cash Advance** button.

The *Enter Cash Advance* screen is displayed.

- Specify the cash advance amount. Verify the disbursement currency code, number and currency type are correct. Optionally add a comment.

The Finance Officer will advise what currency code to use if using DDS.

- Click the **Save** button.

3in1 Tool PA Network On Ethernet abc

Home PIIN Log **Funding** Tools

**Enter Cash Advance**  
 Purchase Req: Construction supplies  
 Advanceable Amount: \$178,838.15  
 Paying Agent: Amy Miller

Disbursement Currency Code: 57  
 Disbursement Number/Desc: CHD145  
 Currency: US Dollar  
 Amount: 5,000.00  
 Comment:

Cancel Save

## Return a Cash Advance

**To return a cash advance in the field to a traveling Finance Office:**

- On the *Purchase Request Details* screen, select a cash advance.

3in1 Tool PA Network On WiFi abc

Home PIIN Log **Funding** Tools

**Purchase Req Details**  
 PR: General military supplies  
 Date Created: 6 October 2012  
 PA: Kara Clemens

Cash Advance	Value	Exchange Rate	Expended	Available
CA0003	\$4,000.00	-	\$553.67	\$5,274.35
47770	\$4,500.00	-	\$0.00	\$4,500.00

Printer: Printek FieldPro R43 RS-232 / USB Printer

Return Cash Advance Exchange Cash Advance Add Cash Advance

Cash Advance Details

Back Print Cash Advances Print Orders

Selected Cash Advance

- Click the **Return Cash Advance** button.
- Enter the amount you want to return. Optionally enter a comment.

3in1 Tool PA Network On WiFi abc

Home PIIN Log **Funding** Tools

**Return Cash Advance**  
 Purchase Req: General military supplies

Currency: US Dollar  
 Remaining: \$5,274.35

Amount: 1,000.00

Comment: Redistribution of funds

Cancel Save

For USD amounts, simply enter the amount to return.

3in1 Tool PA Network On WiFi abc

Home PIIN Log **Funding** Tools

**Return Cash Advance**  
 Purchase Req: General military supplies

Currency: Afghani  
 Remaining: 15,000.00 AFN

Exchange Rate: 44.54256

Amount: 8,000.00

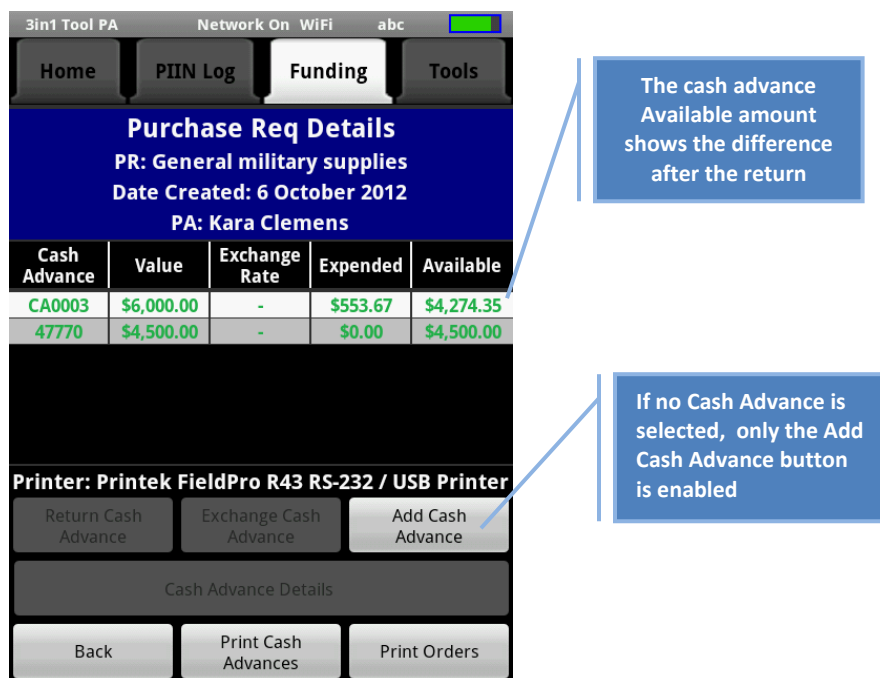
Comment: Unused funds

8,000.00 AFN = \$179.60

Cancel Save

For foreign currencies, enter the current exchange rate.

- Click the **Save** button.



## Exchange a Cash Advance

A cash advance in a foreign currency may be changed to USD, and a cash advance in USD may be changed to a foreign currency. A foreign currency cannot be changed to another foreign currency. The entire remaining cash advance amount or part thereof may be exchanged into a different currency.

### To exchange cash from a foreign currency to USD:

1. On the *Purchase Request Details* screen, select a cash advance.
2. Click the **Exchange Cash Advance** button.

The *Exchange Cash Advance* screen is displayed.

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

**Exchange Cash Advance**

Purchase Req: General military supplies

Currency: Afghani

Exchange Rate: 43.33000

Remaining: 15,000.00 AFN

Disbursement Currency Code: US

Disbursement Number/Desc: CA0010

Currency: US Dollar

Current Exchange Rate: 44.81000

Amount: 10,000.00

10,000.00 AFN = \$223.16

Cancel Save

The top of the screen shows the current currency, exchange rate at the time the cash was received, and the remaining funds.

3. Enter the Disbursement Currency Code.
4. Enter the Disbursement Number.
5. The “convert to” **Currency** field is set to US Dollar. It cannot be edited.
6. Enter the current exchange rate in the **Current Exchange Rate** field.

The exchange rate is the rate on the day of the return. The rate is expressed as the ratio of foreign currency units to one US dollar. For example, if there are 1,544 Iraqi Dinars to one US dollar, then the exchange rate entered is 1544.0000.

7. Enter the amount to convert to USD in the **Amount** field.

The value in USD is shown at the bottom of the screen.

3in1 Tool PA Network On WiFi abc

Home PIIN Log Funding Tools

**Purchase Req Details**

PR: General military supplies

Date Created: 6 October 2012

PA: Kara Clemens

Cash Advance	Value	Exchange Rate	Expended	Available
CA0003	\$6,000.00	-	\$553.67	\$4,274.35
CA0007	\$4,000.00	-	\$0.00	\$4,000.00
CA0009	15,000.00 AFN	43.33000	0.00 AFN	15,000.00 AFN

Before the Exchange

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

**Purchase Req Details**

PR: General military supplies

Date Created: 6 October 2012

PA: Kara Clemens

Cash Advance	Value	Exchange Rate	Expended	Available
CA0003	\$6,000.00	-	\$553.67	\$4,274.35
CA0007	\$4,000.00	-	\$0.00	\$4,000.00
CA0009	15,000.00 AFN	43.33000	0.00 AFN	5,000.00 AFN

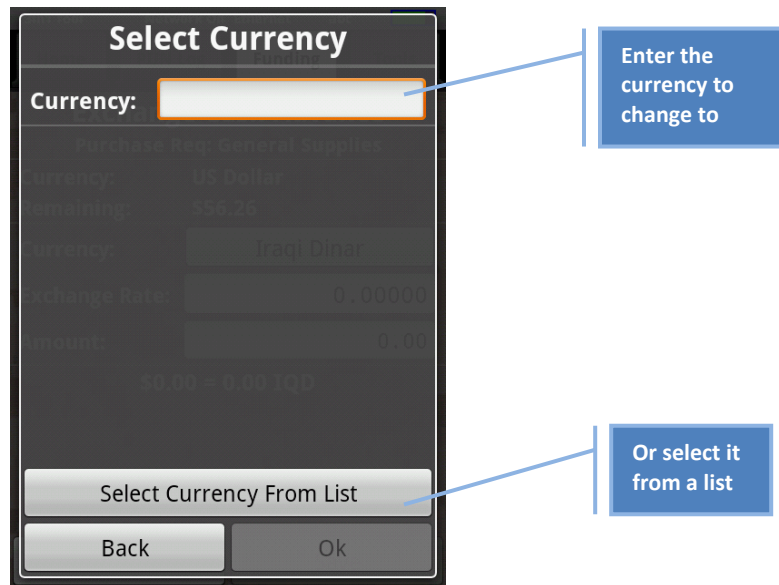
After the Exchange



Exchanging cash from USD to a foreign currency is similar; the difference is that the foreign currency must be selected.

**To exchange from USD to a foreign currency:**

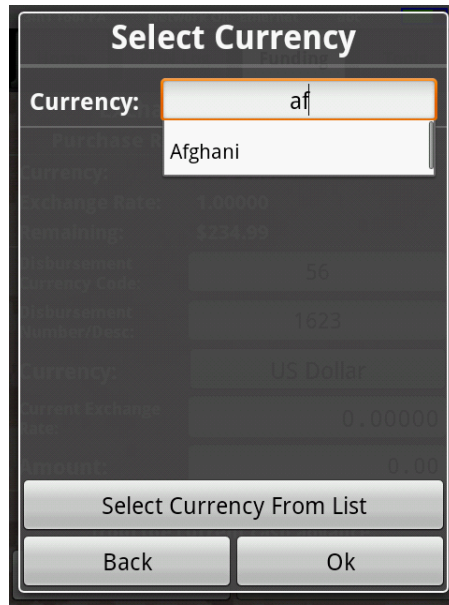
1. On the *Exchange Cash Advance* screen, click the **Currency** field.
2. On the *Select Currency* screen, there are two ways to set the currency. You can enter the new currency in the Currency field at the top of the screen, or select it from a list.



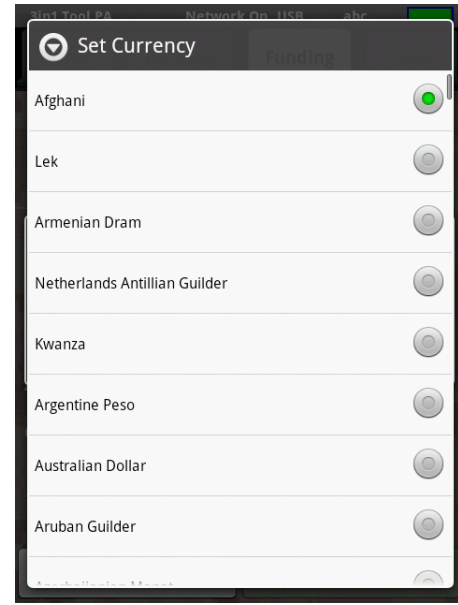
If you choose to type the currency name directly into the Currency field, the auto-complete feature will suggest possible matches from the currency list on the device.

If you choose to select the currency, click the Currency field in the *Select Currency* pop-up shown below, then scroll to and click on the currency you want to exchange to.

3. Click **Save** on the *Select Currency* pop up.



Start typing the currency name to use the auto-complete feature



Alternatively, select a currency from the list

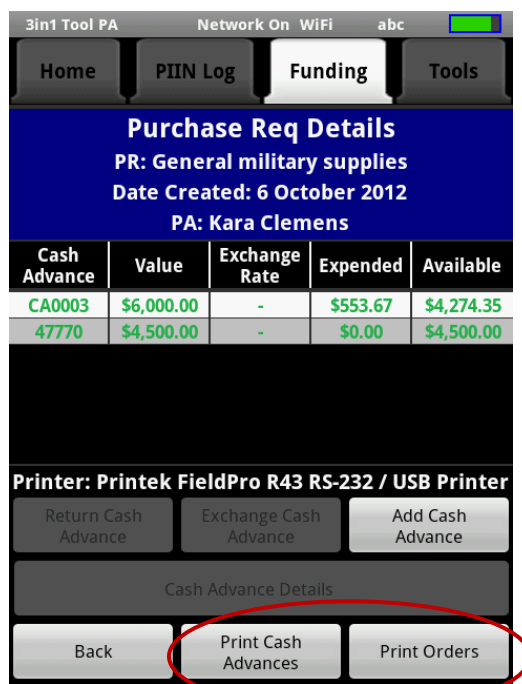
- On the *Exchange Cash Advance* screen, enter the amount to convert and the exchange rate.

- Click the **Save** button.

The cash advance amount that was exchanged is displayed as a new line item on the *Purchase Request Details* screen. A supporting receipt will be issued to verify the currency exchange. Use the Attach Document feature to capture the receipt.

## Printing Reports from the Device

From the *Purchase Request Details* screen, click the **Print Orders** button to print the Cash Advance Ledger, which shows the activity history of a cash advance and a running balance. Click the **Print Cash Advances** button to print the Cash Advance Details report. A printer must be connected to the device in order for these two buttons to be active.



The following figure shows sample printouts of both reports.

<b>PR Cash Advance Details</b>				
PR: General military supplies				
Date Created: 6 September 2011				
Report Date: 8 September 2011				
FOO: Bruce Olsen PA: Kara Clemens				
CASH ADVANCE	VALUE	EXCHANGE RATE	EXPENDED	AVAILABLE
CA0003	\$6,000.00	-	\$553.67	\$3,974.35
CA0007	\$4,000.00	-	\$0.00	\$4,000.00
CA0009	15,000.00 AFN	43.33000	0.00 AFN	5,000.00 AFN
CA0010	\$223.16	-	\$0.00	\$223.16
CA0013	13,440.17 AFN	44.80059	0.00 AFN	13,440.17 AFN

Purchase Request Ledger Report

<b>Purchase Request Ledger</b>		
PR: General military supplies		
Date Created: 6 September 2011		
Report Date: 8 September 2011		
FOO: Bruce Olsen PA: Kara Clemens		
Cash Advance: CA0003		
* = Unpaid order		
General military supplies		\$100,000.00
ORDER NUMBER	ORDER AMOUNT	BALANCE
CH1RAL11MF901	\$530.27	\$99,469.73
CH1RAL11MF902	\$311.60	\$99,158.13
CH1RAL11MF902	(\$311.60)	\$99,469.73
CH1RAL11MF903	\$23.40	\$99,446.33
CH1RAL11MF905*	\$171.98	\$99,274.35

Purchase Request Cash Advance Details Report

From the *Cash Advance Details* screen, click the **Print Details** button to print the Cash Advance Details report and or click the **Print Ledger** button to print a Cash Advance Ledger report, which shows the activity history of a cash advance.

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log **Funding** Tools

**Cash Advance Details**  
 DDS Currency Code: 56  
 DDS Sequence #: CA0003  
 Currency: US Dollar

Value: \$6,000.00 Available: \$3,974.35  
 Purchases: \$553.67 Unpaid Orders: \$171.98  
 Exchanged: \$300.00 Returned: \$1,000.00

Date	Activity	Amount	X-Rate
2011-09-06	Disbursement	6,000.00	-
2011-09-08	Return	(1,000.00)	-
2011-09-08	Exchange	(300.00)	-

Printer: Printek FieldPro R43 RS-232 / USB Printer

Documents

Back Print Details Print Ledger

All cash activities are listed for the cash advance

**Cash Advance Ledger**  
 PR: Construction supplies  
 Cash Advance: 1  
 Report Date: 9 June 2011  
 FOO: Edward Anderson PA: Amy Miller  
 Currency: US Dollar  
 Value: \$20,000.00  
 Purchases: \$5,972.80 Remaining: \$14,027.20  
 Returned: \$0.00 Exchanged: \$0.00

DATE	ACTIVITY	AMOUNT	BALANCE
2011-05-12	PO: CH1RAL11MC501	(\$5,668.53)	(\$5,668.53)
2011-05-12	PO: CH1RAL11MC504	(\$105.21)	(\$5,773.74)
2011-05-12	PO: CH1RAL11MC503	(\$199.06)	(\$5,972.80)
2011-05-12	Disbursement	\$20,000.00	\$14,027.20

Cash Advance Ledger Report

**Cash Advance Details**  
 PR: Construction supplies  
 Cash Advance: 1  
 Report Date: 9 June 2011  
 FOO: Edward Anderson PA: Amy Miller  
 Currency: US Dollar  
 Value: \$20,000.00  
 Purchases: \$5,972.80 Remaining: \$14,027.20  
 Returned: \$0.00 Exchanged: \$0.00

DATE	ACTIVITY	AMOUNT	X-RATE	USD VALUE
2011-05-12	Disbursement	\$20,000.00	-	-

Cash Advance Details Report

**Note:** The PIIN Log and Shopping list can also be printed from the device.

## Lesson Summary

In this lesson, you learned to:

- ☐ Review cash advance
- ☐ Add, return, or exchange cash advances
- ☐ Print cash advance reports from the device

# Module 10: Reporting from the Workstation

## Lesson 1: Generating Reports

### Objectives

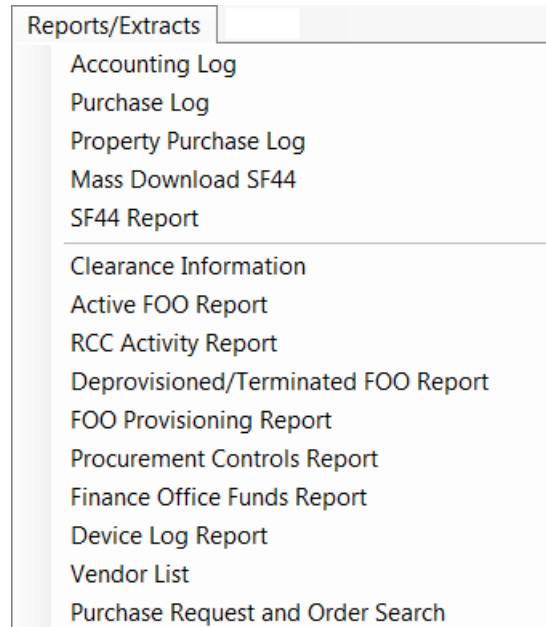
After completing this lesson, the participant will be able to:

- ☐ Identify the various reports and extracts available in 3in1 Tool Workstation
- ☐ Generate each type of report
- ☐ Print and save each type of report

### Report Overview

The following reports are available through the Reports/Extracts menu in the 3in1 Tool Workstation. Generated reports display in MS Word or Excel or on the screen, so they can be viewed and/or printed. Also save the report as a separate file in Word or Excel, for future reference.

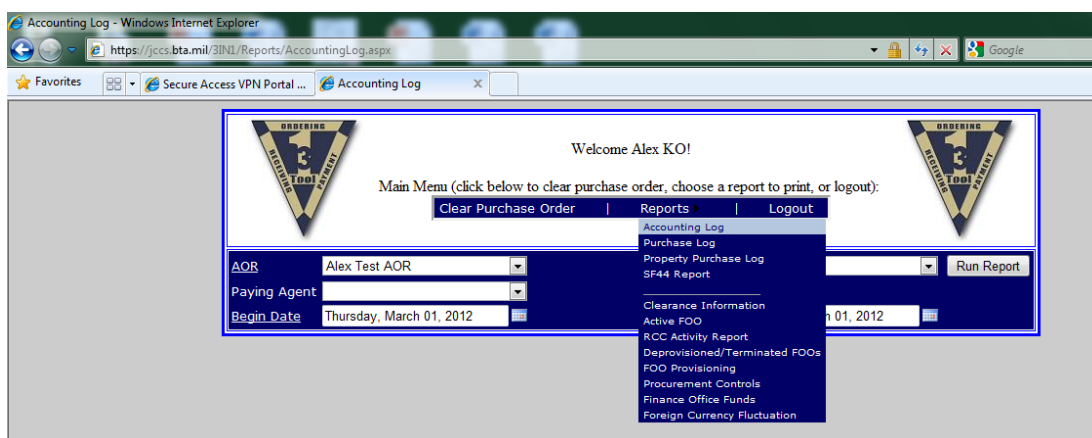
- **Accounting Log:** Enables an analysis of purchase requests and cash advances associated to each order/voucher placed during a period, for a selected paying agent.
- **Purchase Log:** Report showing orders placed by a FOO, unit, RCC, or AOR during a specified period. This report is similar to a PIIN Log.
- **Property Purchase Log:** Identifies accountable items purchased, quantities and prices, for a specific AOR office, unit, and FOO, within a defined time period.
- **Mass Download SF44s:** Provides the capability to download and save a batch of SF44s and receipts executed by a FOO/PA, based on a date range or purchase request. See the next lesson for details.
- **SF44 Report:** Prints an electronically generated SF44 that was created on the device or entered on the Workstation.
- **Clearance Information Report:** Provides a detailed report on the clearance status for all orders associated with an RCC. The report includes the current status of each order, the wait time, individual/office the order is awaiting clearance, and the name of the last reviewer.



- **Active FOO Report:** Management report used by the KO that prints detailed information on all active FOOs in a specified AOR contract office.
- **RCC Activity Report:** Management report used by the KO to view Clearance information, total number of orders and dollar value, and active FOOs.
- **Deprovisioned/Terminated FOO Report:** Prints a list of FOOs who have been deprovisioned/terminated at a specified AOR contract office. Used by KOs.
- **FOO Provisioning Report:** Reports the provisioning setup parameters for each FOO, including assigned PIIN blocks, procurement control policies and purchase requests.
- **Procurement Controls Report:** Provides a summary of all item and limit type of procurement control policies that apply to a selected AOR Contracting Office.
- **Finance Office Funds Report:** Two management reports are used by the DA to view the funds (cash) information for all of the PAs who still have cash on hand, and by the RM to view the status of open Purchase Requests.
- **Device Log Report:** Used for troubleshooting problems with the device. Tracks actions performed by the 3in1 device.
- **Vendor List:** Identifies vendors with whom an AOR has conducted business during a specific time period. The report provides vendor contact information, last transaction date, and comments.
- **Purchase Request and Order Search:** Enables searching for purchase requests by user name or PR number. The found PRs and POs may be exported to Excel.

## Web-Based Reporting

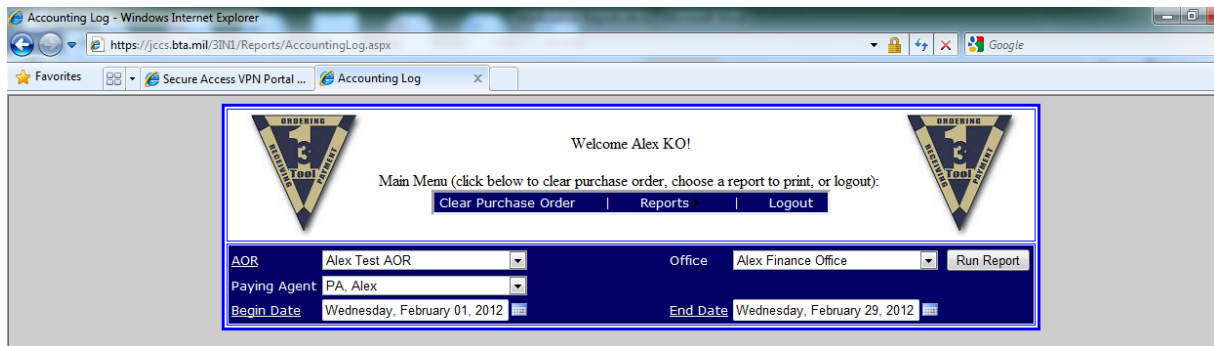
Workstation reports can be generated from within JCCS. After logging into 3in1 within JCCS, users can select Reports from the menu, then select a specific report.



3in1 Web-based Reports Menu



Users fill in the report parameters, which are exactly the same as the standard Workstation version, then click the **Run Report** button. The report is displayed either directly in Excel or in a browser, depending on the report type.

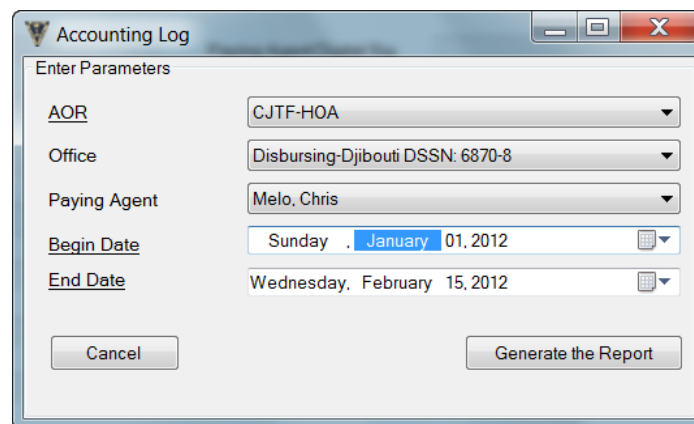


**Accounting Log Report Parameters**

## Accounting Log Report

The Accounting Log report lists orders placed against purchase requests assigned to a selected paying agent, in a selected AOR office, during a specified time period.

1. Select **Reports/Extracts, Accounting Log** from the main menu.  
The *Accounting Log* window opens.
2. Select the **AOR, Office,** and **Paying Agent** from the drop-down lists.
3. Specify the **Begin** and **End Dates** to include in the report. Click the calendar icon to select dates.
4. Click the **Generate the Report** button.



**Accounting Log Window**

5. The report is displayed in MS Excel. You may print the report from Excel.
6. Save the report as an Excel file before exiting.

The Accounting Log report shows all executed SF44 information for a PA. This log also shows the total amount, expended amount, and remaining amount for each purchase

request. It also shows the purchase orders made by the selected PA. If foreign currency is used, the report also shows the foreign currency amount, exchange rate, and US dollar conversion.

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Accounting Log

PA: Chris Melo

Period: 01/01/2012 - 02/15/2012

Report As Of: 2/15/2012

PR Number	PR Total	Remaining PR Amount	Total Expended
N3654A12PV0095B	\$3,000.00	\$3,000.00	\$0.00
N3654A12PV0085B	\$300.00	\$165.35	\$134.65
N3654A12PV0035B	\$1,250.00	\$723.76	\$526.24
N3654A12PV0075B	\$3,000.00	\$559.44	\$2,440.56
Total	\$7,550.00	\$4,448.55	\$3,101.45

PR Number	Id	Activity	Linked To	Currency	Exchange Rate	Amount	Expended	Remaining
N3654A12PV0035B	D21FE	Disbursement		DJF	177.50000	213,000.00	93,407.55	119,592.45
N3654A12PV0035B	D22FE	Disbursement		USD	1.00000	-1,200.00	0.00	0.00
N3654A12PV0035B	D23FE	Disbursement		USD	1.00000	1,250.00	0.00	50.00
N3654A12PV0075B	D24FE	Disbursement		USD	1.00000	-3,000.00	0.00	0.00
N3654A12PV0075B	D25FE	Disbursement		DJF	177.50000	532,500.00	433,200.00	99,300.00
N3654A12PV0075B	D26FE	Disbursement		USD	1.00000	3,000.00	0.00	0.00
N3654A12PV0085B	D27FE	Disbursement		USD	1.00000	300.00	0.00	0.00
N3654A12PV0085B	D28FE	Disbursement		DJF	177.50000	53,250.00	23,900.00	29,350.00
N3654A12PV0085B	D29FE	Disbursement		USD	1.00000	-300.00	0.00	0.00
N3654A12PV0095B	D30FE	Disbursement		USD	1.00000	3,000.00	0.00	3,000.00

Order Date	PR Number	PIIN	Vendor	Item Description	Qty	UOM	Unit Price	Extended Price	Order Total	Amount Paid	Discount Terms
PBI = Property Book Item, LC = Level Cleared, PC = Process Completed											

### Accounting Log Report

#### Notes:

PBI = Property Book Item. Identifies items that have been flagged as accountable

LC = Level Cleared. Displays the sequence number the order is currently awaiting clearance/review, based on the clearing workflow

PC = Purchase Level. Identifies how complete the purchase is. O=only an order has been executed, R=order has been received, P=order has been paid.

## Purchase Log

The Purchase Log shows orders placed during a specified time period for a FOO, Unit, Contract Office, or AOR. To facilitate analysis, details about purchase requests assigned to the FOO/PA are also listed in the report.

1. Select **Reports/Extracts, Purchase Log** from the main menu.

The *Purchase Log Report Parameters* window opens.

2. Select the **AOR, Contract Office, and/or Unit** from the drop-down lists. (Note: To view all SF44s for a



Contract Office, leave the Unit and FOO blank.)

3. Select the **Field Ordering Officer**.
4. Specify the **Begin** and **End Dates** to include in the report. Click the calendar icon to select dates.
5. Click the **Generate the Report** button.
6. The report is displayed in MS Excel. You may print the report from Excel.
7. Save the report as an Excel file before exiting.

The report identifies the purchase requests assigned to the FOO/PA, as well as the details for each order placed, including the vendor, quantity, unit price, and order totals/balance.

Purchase Log														
FOO: Winslow, Dan														
Period: 07/11/2012 - 08/10/2012														
Report As Of: 8/10/2012														
PR Number	PR Total	Remaining PR Amount	Total Expended											
PR2435	\$5,000.00	\$4,990.00	\$10.00											
Total	\$5,000.00	\$4,990.00	\$10.00											
Order Date	PR Number	PIIN	Vendor	Item Description	Qty	UOM	Unit Price	Extended Price	Order Total	Amount Paid	Discount Terms	Terms Discount Amount	Fixed Discount Amount	Running Total
7/20/2012	PR2435	W12RY212WAM01	Best Buy	Cat 5 Cable	1	[STW]	\$10.00	\$10.00	\$10.00	\$10.00				\$10.00
PBI = Property Book Item, LC = Level Cleared, PC = Process Completed														

**Purchase Log Report**

### Notes:

PBI = Property Book Item. Identifies items that have been flagged as a accountable

LC = Level Cleared. Displays the sequence number the order is currently awaiting clearance/review, based on the clearing workflow

PC = Purchase Level. Identifies how complete the purchase is. O=only an order has been executed, R=order has been received, P= order has been paid.

## Property Purchase Log

The Property Purchase Log identifies purchased items that were flagged for property book accountability, quantities and prices, for a specific AOR office and FOO, within a defined time period.

1. Select **Reports/Extracts, Property Purchase Log** from the main menu.


The *Property Purchase Log* window opens.

2. Select the **AOR**, **Office**, and **FOO**

The screenshot shows the 'Property Purchase Log' window with the following parameters:

- AOR:** CJTF-HOA
- Office:** CCO-Djibouti
- Field Ordering Officer:** Winslow, Dan
- Start Date:** Sunday, January 01, 2012
- End Date:** Friday, February 17, 2012

Buttons at the bottom: Cancel, Generate the Report

from the drop-down lists. Also specify a start and end date for the report content. Click the calendar  icon to select a date.

3. Click the **Generate the Report** button.
4. The report is displayed in MS Excel. You may print the report from Excel.
5. Save the report as an Excel file before exiting.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Property Purchase Log												
2													
3	FOO: Winslow, Dan				Period: 12/01/2011 - 02/17/2012								
4	Report As Of: 2/17/2012												
5													
6	Order Date	PR number	PIIN	Vendor	Item Description	Qty	UOM	Unit Price	Extended Price	Currency	Receiver/ Delivered To	Unit Delivered	UPC
7	12/16/11	WER346	W12XYZ12MAJ01	Pentagon Supplies	Desk	1		751.00	751.00	USD	FOO INT	BTA Unit	

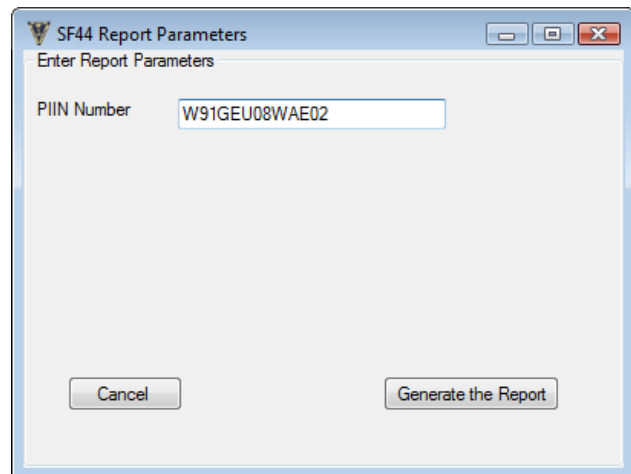
### Property Purchase Log

The report identifies purchased items by PR number, PIIN, and order date. Vendor names are listed. Quantities purchased along with the unit price/extended price are also listed. The next two columns identify the receiving individual and Unit. UPC codes (optional) scanned using the 3in1 handheld device are listed in the last column.

## SF44 Report

Standard Form (SF) 44 is an electronic version of the long-used paper form for on-the-spot, over-the-counter, purchases of supplies services.

1. Select **Reports/Extracts, SF44 Report** from the main menu.  
The *SF44 Report Parameters* window opens.
2. Type the PIIN associated with the order, then click the **Generate the Report** button.  
The SF44 report is displayed in a PDF file format.
3. Select **File, Save As** to save the report before exiting.



U.S. GOVERNMENT			
<b>PURCHASE ORDER-INVOICE-VOUCHER</b>			
DATE OF ORDER <b>06/06/2012</b>		W12XYZ-12-M-AE13	
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)*			
P	Aziz Construction		
A	25th st		
Y	Baghdad		
E	55662		
E	Iraq		
FURNISH SUPPLIES OR SERVICES TO (Name and address)*			
BTATEST COMMAND 1851 S Bell St Arlington VA, 22030 United States			
SUPPLIES OR SERVICES		QUANTITY	UNIT PRICE
Dell Computers		2 EA	750.00
			1500.00
AGENCY NAME AND BILLING ADDRESS*			TOTAL 1500.00 USD
P	Finance Company BTA [DSSN: 2038]		DISCOUNT TERMS
A	1851 S Bell St		DAY(S)
Y	Arlington		DATE INVOICE RECEIVED
O	VA 22202		06/06/2012
R	United States		
ORDERED BY (Signature and title)			
Electronically Signed By: Jerry King, DeviceId: 354114012920287 On 06/06/2012			
PURPOSE AND ACCOUNTING DATA			
23423 2.3453 .3453 34 34534 452345234543525 4235 52345 4352345342 56345623453453453 4352345342 52345 523452			
PURCHASER To sign below for over-the-counter delivery of items			
RECEIVED BY			
Jerry King			
TITLE		DATE	
SELLER Please read instructions on Copy 2			
<input checked="" type="checkbox"/> Payment Received 1500.00 USD		<input type="checkbox"/> Payment Requested	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER		DATE	
BY Aziz Construction (Signature)			
I certify that this account is correct and proper for payment in the amount of <b>1500.00 USD</b> (Authorized certifying officer)		Exchange Rate <b>1.00000</b>	DIFFERENCES None None
		ACCOUNT CERTIFIED: CORRECT FOR	
		BY	
PAID BY CASH	DATE PAID	VOUCHER NO.	
OR (Check No.)			
*PLEASE INCLUDE SELLER'S INVOICE			
STANDARD FORM 44a (REV. 10-83) ZIP CODE (See Instructions on Copy 2) PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)			

**SF44 Report**

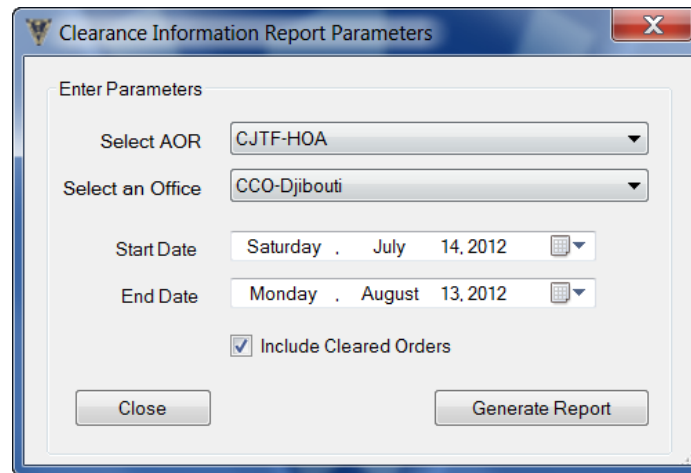
## Clearance Information Report

The Clearance Information report is a management tool that provides detailed clearance status information for each purchase order associated with a specified Contract Office.

1. Select **Reports/Extracts, Clearance Information** from the main menu.

The *Clearance Information Report Parameters* window is displayed.

2. Select an AOR and Office from the drop-down lists.
3. To include cleared orders in the report, mark the **Include Cleared Orders** checkbox. To report on uncleared orders only, leave the checkbox unmarked.
4. Specify a date range for the report.
5. Click the **Generate Report** button.

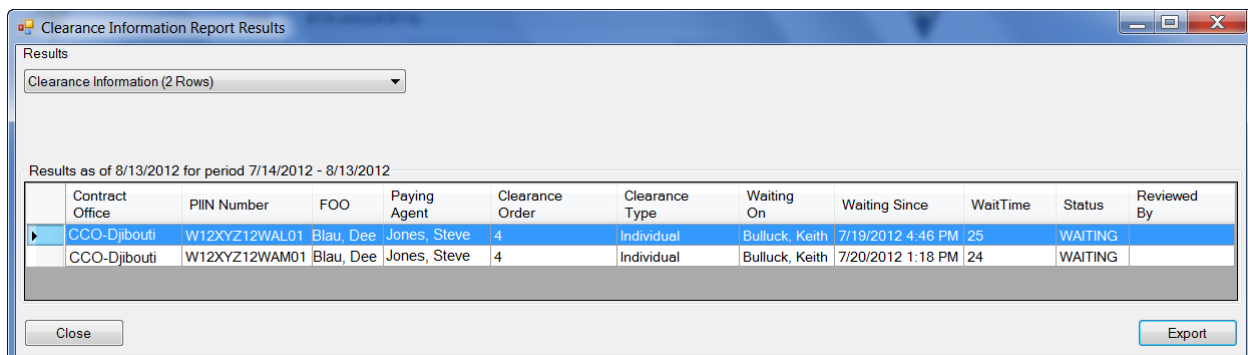


The dialog box is titled "Clearance Information Report Parameters". It contains the following fields and controls:

- Select AOR:** A drop-down menu with "CJTF-HOA" selected.
- Select an Office:** A drop-down menu with "CCO-Djibouti" selected.
- Start Date:** A date picker showing "Saturday, July 14, 2012".
- End Date:** A date picker showing "Monday, August 13, 2012".
- Include Cleared Orders:** A checked checkbox.
- Buttons:** "Close" and "Generate Report".

**Clearance Information Report Parameters Dialog Box**

The report is displayed in a separate window. Manually expand the window to view additional data columns. Re-sort the data by clicking a column heading, such as PIIN Number or current status. Each order is displayed by PIIN number and associated FOO/Paying Agent team. Review the current status, the wait time, the office/role or individual who needs to take the next action, and who last cleared each order.



The window is titled "Clearance Information Report Results". It shows a table of results for the period 7/14/2012 - 8/13/2012. The table has 12 columns: Contract Office, PIIN Number, FOO, Paying Agent, Clearance Order, Clearance Type, Waiting On, Waiting Since, WaitTime, Status, and Reviewed By. There are two rows of data.

Contract Office	PIIN Number	FOO	Paying Agent	Clearance Order	Clearance Type	Waiting On	Waiting Since	WaitTime	Status	Reviewed By
CCO-Djibouti	W12XYZ12WAL01	Blau, Dee	Jones, Steve	4	Individual	Bulluck, Keith	7/19/2012 4:46 PM	25	WAITING	
CCO-Djibouti	W12XYZ12WAM01	Blau, Dee	Jones, Steve	4	Individual	Bulluck, Keith	7/20/2012 1:18 PM	24	WAITING	

Buttons: "Close" and "Export".

**Clearance Information Report Results**

You can export the file to MS Excel for further data analysis or printing.

#### **To export the data to Excel:**

1. Click the **Export** button.  
The *Save As* dialog box is displayed.
2. Click the **Save** button.

The report is displayed in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Contract Office</b>	<b>PIIN Number</b>	<b>FOO</b>	<b>Paying Agent</b>	<b>Clearance</b>	<b>Clearance</b>	<b>Waiting On</b>	<b>Waiting Sir</b>	<b>WaitTime</b>	<b>Status</b>	<b>Reviewed By</b>	
2	CCO-Djibouti	W12XYZ12WAL01	Blau, Dee	Jones, Steve	4	Individual	Bulluck, Keith	07/19/2012	25	WAITING		
3	CCO-Djibouti	W12XYZ12WAM01	Blau, Dee	Jones, Steve	4	Individual	Bulluck, Keith	07/20/2012	24	WAITING		
4												
5												
6	Report Period: 7/14/2012 to 8/13/2012											
7												
8												
9	Report As Of: 8/13/2012											
10												

Clearance Information Report in Excel

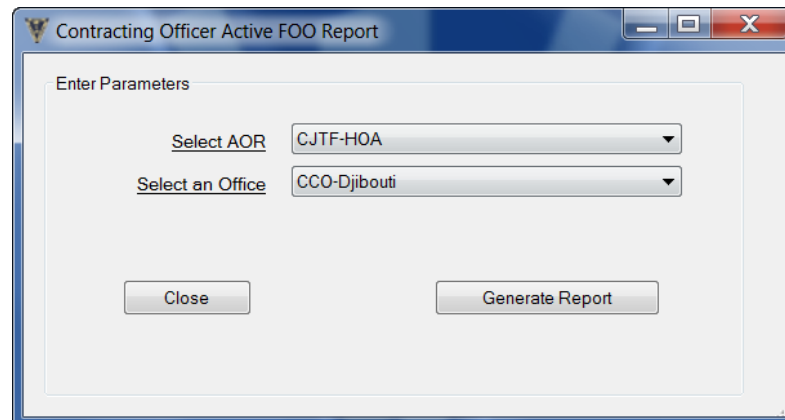
## Active FOO Report

The Active FOO report prints a list of active FOOs at a specified AOR contract office. A FOO is considered active if they are currently assigned to a device. The FOO contact information, appointment date, associated PA, and latest order information, including PIINs and device ID numbers, are listed in spreadsheet format.

1. Select **Reports/Extracts, Active FOO Report** from the main menu.

The *Active FOO Report* window is displayed.

2. Select an AOR and Office.



Contracting Officer Active FOO Report Window

3. Click the **Generate Report** button.

The report is displayed in a new window. The columns in the report are: FOO, FOO ID, Email, Phone #, Appointment Date, Re-Deployment Date, Last Date Order Cleared, # Orders Placed, Total Amount Orders Placed, Serial Number, # Manual Issued PIINs, # Manual Issued PIINs available, # Device Issued PIINs, # Device Issued PIINs Available, GSM Active, Wi-Fi Active, Unit, UIC, PA. Use the horizontal scroll bar to view additional columns.

FOO	FOOId	Email	PhoneNumber	Appointment Date	Re-Deployer Date	Last Date Order Cleared	# orders Placed	Total Amount Orders Placed	SerialNumber	# Manual Issued PIINS	# Manual Issued PIINS Available	# Device Issued PIINS	# Device Issued PIINS Available	GSM Act
JOSEPH, JO	A1	johna.josep...	824-4021			10-26-2011	3	3101.45 USD	354114012...	20	20	20	15	<input type="checkbox"/>
woodcock, vi...	A8	vinnybeja@...					0		354114012...	25	25	50	50	<input checked="" type="checkbox"/>
delgado, glen...	A5	glen.delgad...					0		354114012...	25	25	50	50	<input type="checkbox"/>
kieszek, chri...	A7	christa.kiesz...					0		354114012...	20	20	50	50	<input checked="" type="checkbox"/>
Gray, Donald	A9	dgray29416...	824-4775				0		354114012...	25	25	50	50	<input type="checkbox"/>
FOO, Offline	BE	asdsad@ed...					0		354114012...	50	50	50	50	<input type="checkbox"/>
Lev, Justin	A2	justin.lev@u...	8244648				0		354114012...	20	20	20	20	<input type="checkbox"/>
neely, nicky	AY	nicky.neely...	311 824 4727				0		354114012...	25	25	50	50	<input checked="" type="checkbox"/>
mcbride, jay	AB	jay.mcbride...	447149			10-27-2011	76	30559.38 U...	354114012...	82	55	150	85	<input checked="" type="checkbox"/>
Peters, Ryan	BA	ryan.peters...					0		354114012...	25	25	50	50	<input type="checkbox"/>
Wheeler, Mic...	AZ	michwheeler...	002693377...				0		354114012...	75	75	75	75	<input checked="" type="checkbox"/>

KO Active FOO Report Results

- Click the **Export** button to export the report to Excel.

## RCC Activity Report

The RCC Activity report is used by the KO/ Admin to view clearance information, by total number of orders and dollar value, and list of active FOOs.

- Select **Reports/Extracts, RCC Activity Report** from the main menu.

The *RCC Activity Report Parameters* window is displayed.

- Select an AOR and Office from the drop-down lists.
- Specify a Begin and End date for the report.

RCC Activity Report Parameters

- Click the **Generate the Report** button.

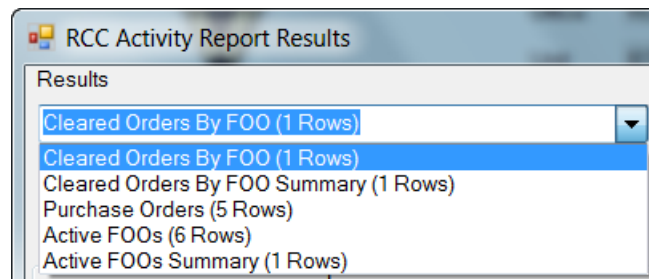
The report is displayed in a separate window.

- Select a report format from the drop-down list near the top of the window.

- Cleared Orders by FOO** who have cleared orders during the specified item period, lists the total number of orders cleared, total expenditures and the date

of the last cleared order. Note: these only show orders that have completed the clearance cycle.

- **Cleared Orders by FOO Summary:** Lists the total number of FOOs in the RCC who have cleared orders during the specified time period, along with the total number of orders cleared and amount expended.
- **Purchase Orders:** Lists the POs created during the specified reporting period. Information includes order date, PIIN, Status, associated FOO name, PIIN, and total amount. Additional information is Payee and Receiver names, currency code and exchange rate.
- **Active FOOs:** Lists the names of active FOOs and their assigned handheld device ID numbers. A FOO is considered active if they are currently assigned to a device. Also indicates whether the assigned device is GSM and/or Wi-Fi enabled.
- **Active FOOs Summary:** Lists only the number of active FOOs and the number of active devices.



**RCC Activity Report Options**

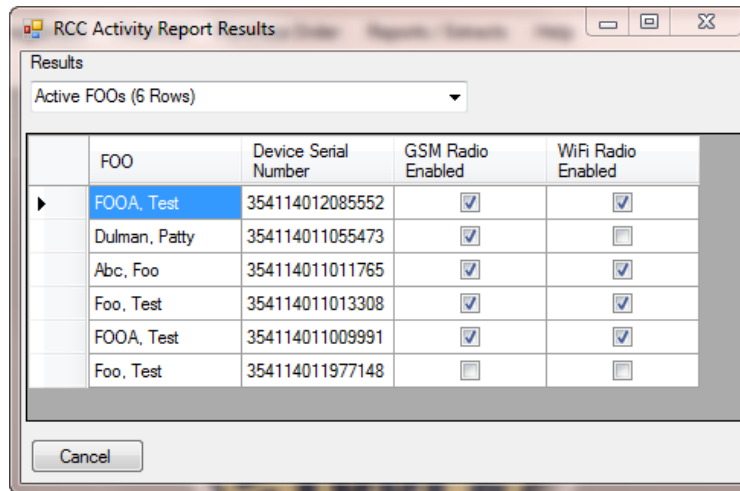
The selected report is displayed.

 A screenshot of the same software window, now displaying the selected report. The dropdown menu still shows "Cleared Orders By FOO (1 Rows)". Below the menu, it says "Results as of 2/17/2012 for period 12/1/2011 - 2/17/2012". A table is displayed with the following data:
 

	FOO	Order Count	Total Expenditure USD	Date Last Cleared
▶	INT, FOO	5	251.32	02/16/2012

**RCC Activity Report Results – Cleared Orders by FOO**

The following report shows the list of active FOOs.



The screenshot shows a window titled "RCC Activity Report Results". Inside, there is a section labeled "Results" with a dropdown menu showing "Active FOOs (6 Rows)". Below this is a table with the following data:

	FOO	Device Serial Number	GSM Radio Enabled	WiFi Radio Enabled
▶	FOOA, Test	354114012085552	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Dulman, Patty	354114011055473	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Abc, Foo	354114011011765	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Foo, Test	354114011013308	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FOOA, Test	354114011009991	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Foo, Test	354114011977148	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the window is a "Cancel" button.

**RCC Activity Report Results – Active FOOs**

You can export the file to MS Excel for further data analysis or printing.

#### **To export the report data to Excel:**

1. Click the **Export** button.  
The *Save As* dialog box is displayed.
2. Click the **Save** button.  
The report is displayed in Excel.

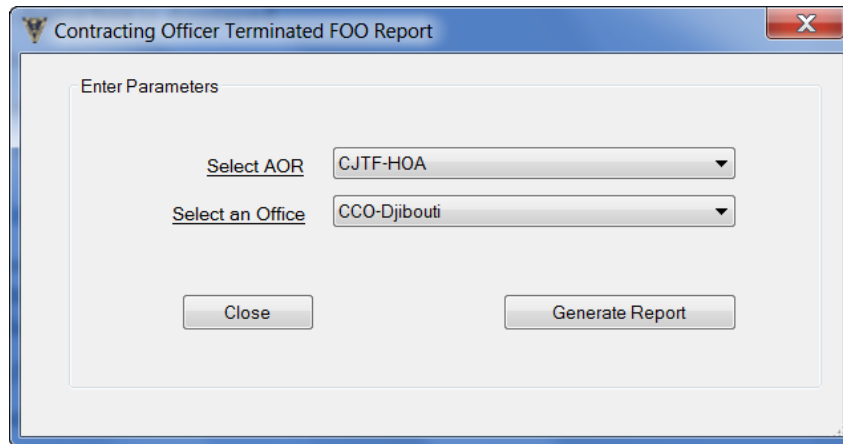
Note that each type of report is displayed on a separate tab in Excel.

### **Deprovisioned/Terminated FOO Report**

The Deprovisioned/Terminated FOO report prints a list of inactive FOOs at a specified AOR contract office. The FOO contact information, termination date, order information, and associated PA list are displayed in spreadsheet format.

1. Select **Reports/Extracts, Deprovisioned/Terminated FOO Report** from the main menu.  
The *Terminated FOO Report* window is displayed.
2. Select an AOR and Office.





Contracting Officer Terminated FOO Report

Enter Parameters

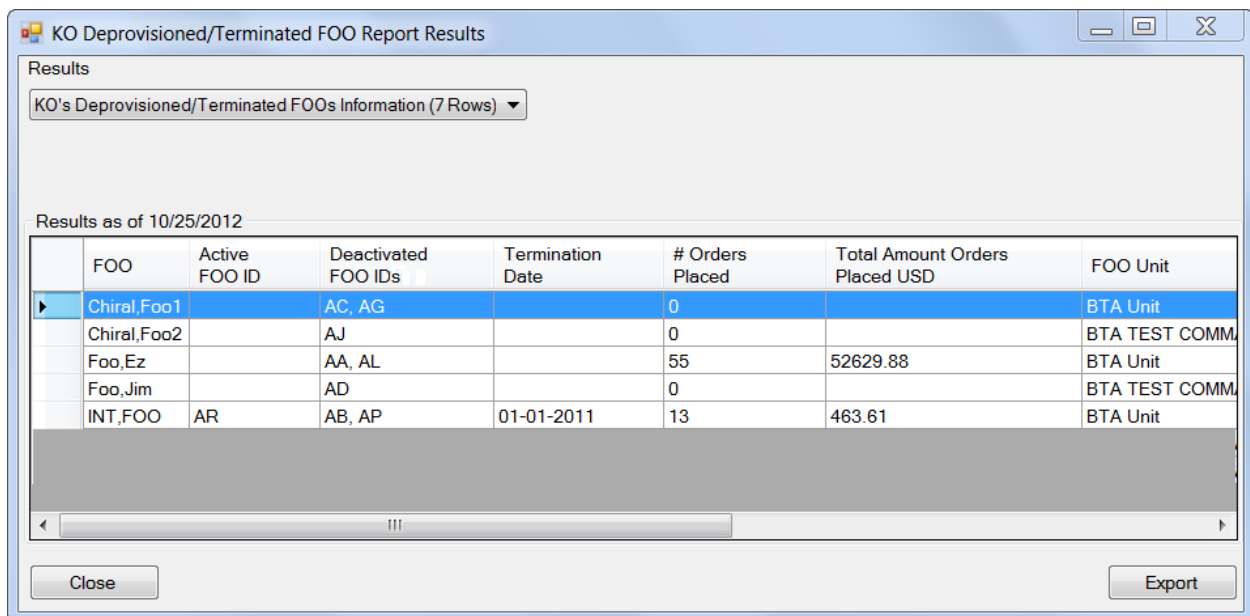
Select AOR: CJTF-HOA

Select an Office: CCO-Djibouti

Close Generate Report

Contracting Officer Terminated FOO Report

3. Click the **Generate Report** button.
  - The report is displayed in a new window. Use the horizontal scroll bar to view additional columns.



KO Deprovisioned/Terminated FOO Report Results

Results

KO's Deprovisioned/Terminated FOOs Information (7 Rows)

Results as of 10/25/2012

	FOO	Active FOO ID	Deactivated FOO IDs	Termination Date	# Orders Placed	Total Amount Orders Placed USD	FOO Unit
	Chiral,Foo1		AC, AG		0		BTA Unit
	Chiral,Foo2		AJ		0		BTA TEST COMM
	Foo,Ez		AA, AL		55	52629.88	BTA Unit
	Foo,Jim		AD		0		BTA TEST COMM
	INT,FOO	AR	AB, AP	01-01-2011	13	463.61	BTA Unit

Close Export

KO Deprovisioned/Terminated FOO Report Results – Scroll to the right to view additional data columns

4. Click the **Export** button to export the report to Excel.

## FOO Provisioning Report

The FOO Provisioning report lists the provisioning setup parameters for each FOO, including assigned PIIN blocks and procurement control policies.

1. Select **Reports/Extracts, FOO Provisioning Report** from the main menu.  
The *Select Field Ordering Officer* window opens.
2. Select a FOO name and click the **Generate the Report** button.

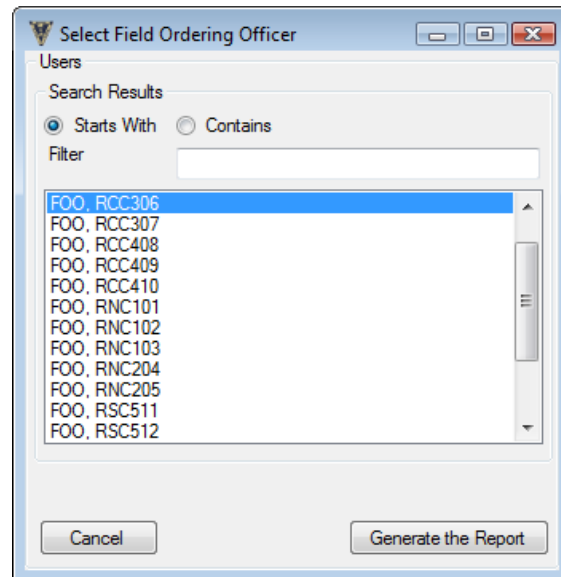
If the list is long, filter it by typing a character string in the FOO name and selecting the **Starts With** or **Contains** radio button.

The report is displayed in MS Excel. You may print the report from Excel.

3. Save the report as an Excel file before exiting.

The report lists the FOO name, followed by:

- Information about the provisioned device
- Clearance order and procurement policies in effect
- PIIN blocks assigned to the FOO
- Authorized Paying Agent information
- Purchase requests associated with the FOO, along with the PR LOAs, descriptions and amounts
- Line Item and Purchase Total limit procurement policies that are applied to the FOO



</

FOOs Provisioning Report

## Procurement Controls Report

The Procurement Controls report provides a summary of all item and limit type procurement policies that apply to a specified AOR Contracting Office.

1. Select **Reports/Extracts, Procurement Controls Report** from the main menu.

The *Procurement Controls Report Parameters* window is displayed.

### Procurement Controls Report Parameters

2. Select the **AOR** and **Office**, then click the **Generate Report** button.
3. The report is displayed in MS Excel. You may print the report from Excel.
4. Save the report as an Excel file before exiting.

The report lists the item and limit procurement policies applied to the selected Contracting Office. These policies were applied using the Setup, AOR/RCC Procurement Control Policies feature.

	A	B	C	D	
1	Procurement Controls				
2					
3	RCC: CCO-Djibouti				
4	Report As Of: 8/13/2012				
5					
6	Item Policies:				
7	Policy Title	Policy Message	Item	Item Message	
8	PPI-08-22 Rev3 - Clothing/Laundry	Do not use FOO funds for clothing or laundry	Laundry	Do not use FOO funds for clothing or laundry	
9			OCIE	Do not use FOO funds for clothing or laundry	
10			Field Gear	Do not use FOO funds for clothing or laundry	
11			Clothes	Do not use FOO funds for clothing or laundry	
12	PPI-08-22 Rev3 - Med/Dent Care	Do not use FOO Funds for Medical or Detal Care	Dental Care	Do not use FOO Funds for Medical or Detal Care	
13			Medical Care	Do not use FOO Funds for Medical or Detal Care	
14	PPI-08-22 Rev3 - Rentals	Rentals should be placed against DTS orders	Car Rental	Should be for official purpose only; Check to see	
15			Rental Vehicles	Should be for official purpose only; Check to see	
16	PPI-08-22 Rev3 - Telecommunications	Auth telecom purchases must be IAW J6 policies	computers	Auth telecom purchases must be IAW approved J6 pol	
17			software	Auth telecom purchases must be IAW approved J6 pol	
18			Fax Machines	Auth telecom purchases must be IAW approved J6 pol	
19			external hard drive	Auth telecom purchases must be IAW approved J6 pol	
20			Copy Machines	Auth telecom purchases must be IAW approved J6 pol	
21					
22	Limit Policies:				
23	Policy Title	Policy Message	Limit	Limit Type	Limit Message
24	Max HA Project Purchase Limit	Max HA Project Limit- \$10K	\$10,000.00	PURCHASETOTAL	HA Project Funds only valid up to \$10,000
25			\$40.00	LINEITEM	HA Project Funds Only valid up to \$40 per item
26	Max OPFUND Purchase Limit	Not auth over \$3000 (Tm support/life essential)	\$3,000.00	PURCHASETOTAL	\$3K limit pertains to OPFUND purchases; \$10K limit for HA Projects

## Procurement Controls Report

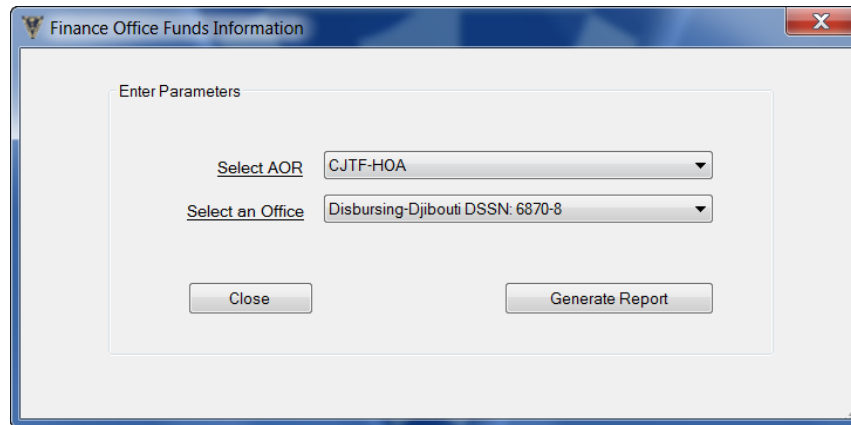
### Finance Office Funds Report

The **Finance Office Funds** report is a management report used by the DA to view a list of PAs who currently have cash on hand.

1. Select **Reports/Extracts, Finance Office Funds Report** from the main menu.

The *Finance Office Funds Information* dialog box is displayed.

2. Select the AOR and Office from the drop-down lists.

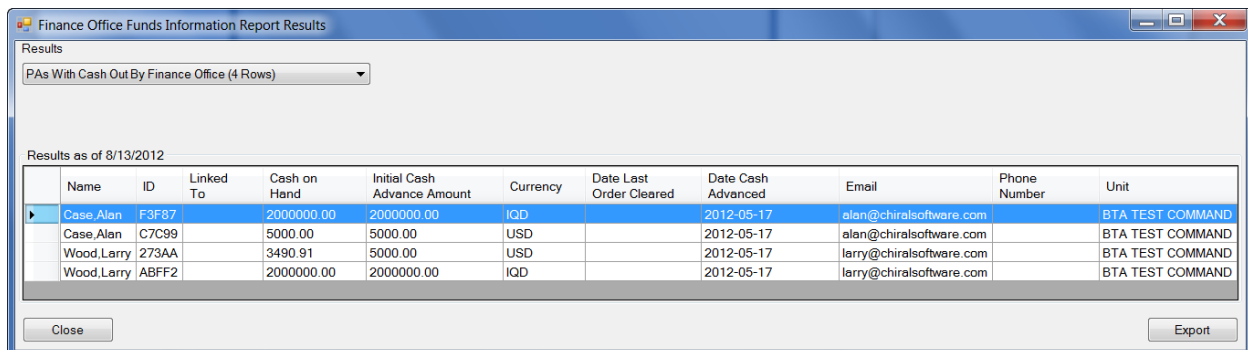


The dialog box titled "Finance Office Funds Information" contains a section labeled "Enter Parameters". It has two drop-down menus: "Select AOR" with the value "CJTF-HOA" and "Select an Office" with the value "Disbursing-Djibouti DSSN: 6870-8". At the bottom, there are two buttons: "Close" and "Generate Report".

**Finance Office Funds Information Dialog Box**

3. Click the **Generate Report** button.

The report is displayed in a separate window. Manually expand the window to view additional data columns. Re-sort the data by clicking a column heading, such as Date Cash Advanced.



The window titled "Finance Office Funds Information Report Results" shows a table of results. A dropdown menu at the top indicates "PAs With Cash Out By Finance Office (4 Rows)". The table data is as follows:

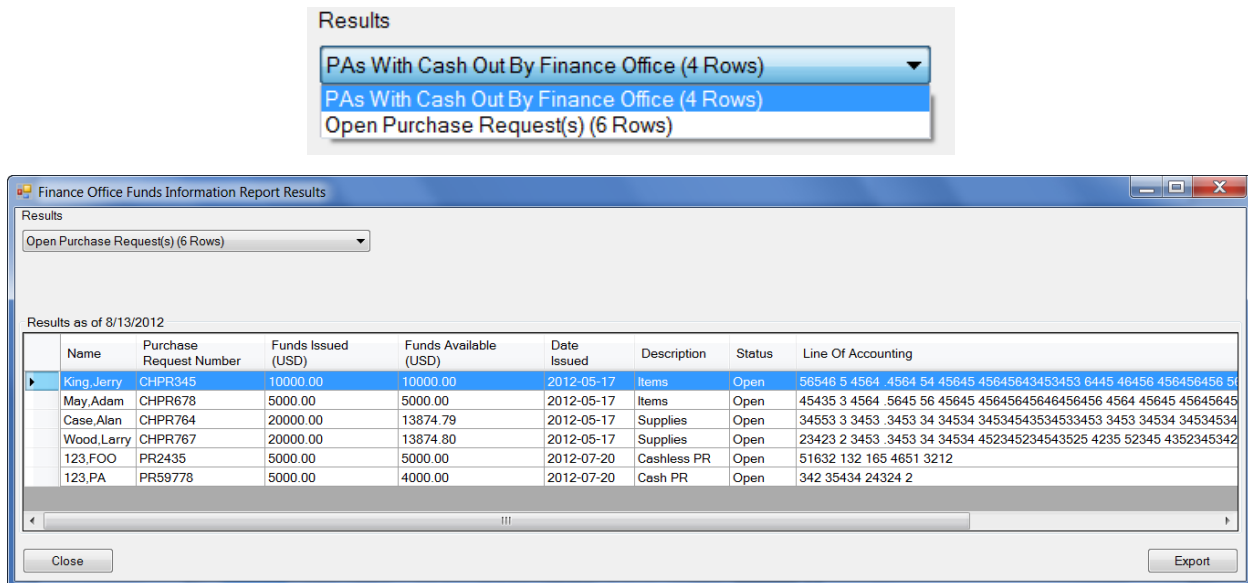
	Name	ID	Linked To	Cash on Hand	Initial Cash Advance Amount	Currency	Date Last Order Cleared	Date Cash Advanced	Email	Phone Number	Unit
▶	Case, Alan	F3F87		2000000.00	2000000.00	IQD		2012-05-17	alan@chiralssoftware.com		BTA TEST COMMAND
	Case, Alan	C7C99		5000.00	5000.00	USD		2012-05-17	alan@chiralssoftware.com		BTA TEST COMMAND
	Wood, Larry	273AA		3490.91	5000.00	USD		2012-05-17	larry@chiralssoftware.com		BTA TEST COMMAND
	Wood, Larry	ABFF2		2000000.00	2000000.00	IQD		2012-05-17	larry@chiralssoftware.com		BTA TEST COMMAND

At the bottom of the window, there are "Close" and "Export" buttons.

**Finance Office Funds Report Results – PAs with Cash Out by Finance Office**

There are two views for the report. Select **PAs with Funds Out by Finance Office** to view the PA names, email addresses, phone numbers and assigned units, amounts of unobligated cash, dates of cash advancement, total amounts advanced, and dates of the last orders cleared.

Select **Open Purchase Requests** to view a list of PAs, their open PR numbers, amount of funds issued and available, issue dates, descriptions, status and line of accounting numbers.



#### Finance Office Funds Report Results –Open Purchase Requests

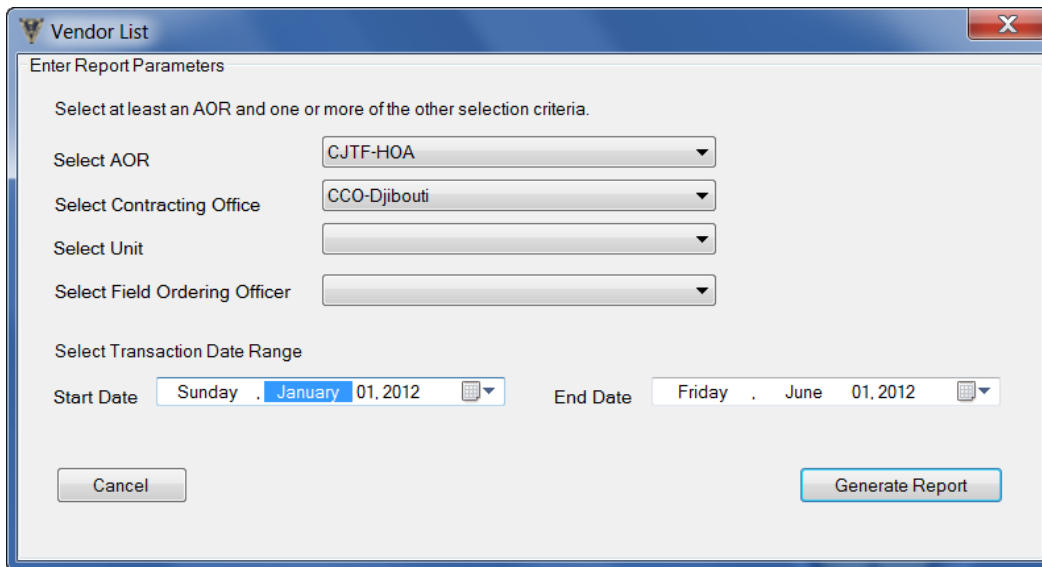
You can export the file to MS Excel for further data analysis or printing. To export the data to Excel:

1. Click the **Export** button.  
The *Save As* dialog box is displayed.
2. Click the **Save** button.  
The report is displayed in Excel.

## Vendor List

The Vendor List report identifies vendors with whom an AOR has conducted business during a specific time period. The report provides vendor contact information, last transaction date and comments.

1. Select **Report/Extracts, Vendor List**. The *Vendor List* dialog box opens.
2. On the *Vendor List* dialog box, specify the AOR. The other drop-down fields are optional.
3. Specify the **Start** and **End Dates** for selecting vendor transactions. The resulting report displays only the vendors who completed a transaction with the AOR during the specified date range.
4. Click the **Generate Report** button.



**Vendor List**

Enter Report Parameters

Select at least an AOR and one or more of the other selection criteria.

Select AOR: CJTF-HOA

Select Contracting Office: CCO-Djibouti

Select Unit:

Select Field Ordering Officer:

Select Transaction Date Range

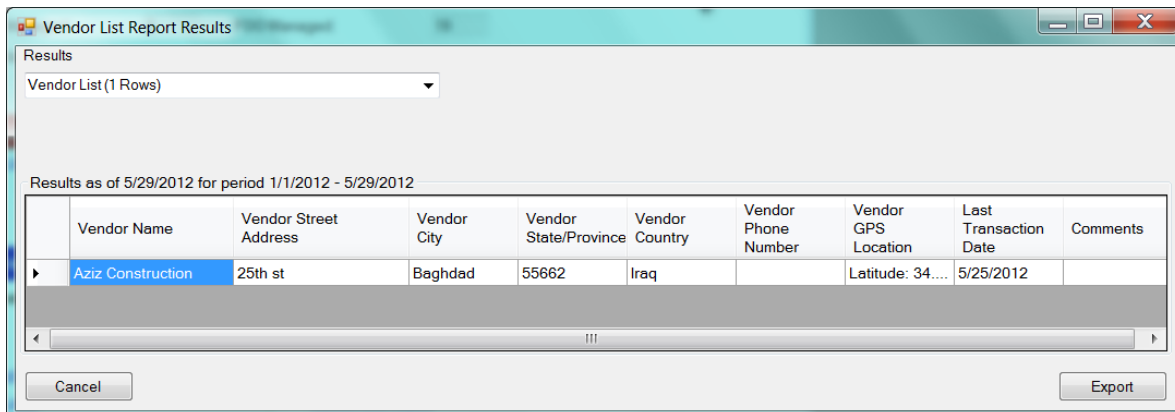
Start Date: Sunday, January 01, 2012

End Date: Friday, June 01, 2012

Buttons: Cancel, Generate Report

Vendor List Dialog Box

The *Vendor List Report Results* window is displayed. Vendor names are listed, as well as addresses and phone numbers, most recent transaction dates, and comments.



**Vendor List Report Results**

Results

Vendor List (1 Rows)

Results as of 5/29/2012 for period 1/1/2012 - 5/29/2012

Vendor Name	Vendor Street Address	Vendor City	Vendor State/Province	Vendor Country	Vendor Phone Number	Vendor GPS Location	Last Transaction Date	Comments
Aziz Construction	25th st	Baghdad	55662	Iraq		Latitude: 34....	5/25/2012	

Buttons: Cancel, Export

Vendor List Report Results

To export the report to Microsoft Excel, where it can be edited and/or saved, click the **Export** button.

## Purchase Request and Order Search Report

The Purchase Request and Purchase Order Search report enables searching for PRs by user or PR number.

To search by PR number:

1. Select **Report/Extracts, Purchase Request and Purchase Order Search**. The *Purchase Request and Purchase Order Search* dialog box opens.
2. Select the **Search by Purchase Request** radio button and enter the PR number.

3. Click the **Load Purchase Requests** button to view the PR.

PR Number	PR Description	Date Created	Amount (USD)	Available Amt(USD)	Status	Assigned to
RE32344	Chiral 50 PR	07-18-2012	8000.0000	7750.0000	Open	Eli, Pa SMSgt

**PR located by PR number**

4. Click the **Load Purchase Orders** button to view the POs associated with the PR.

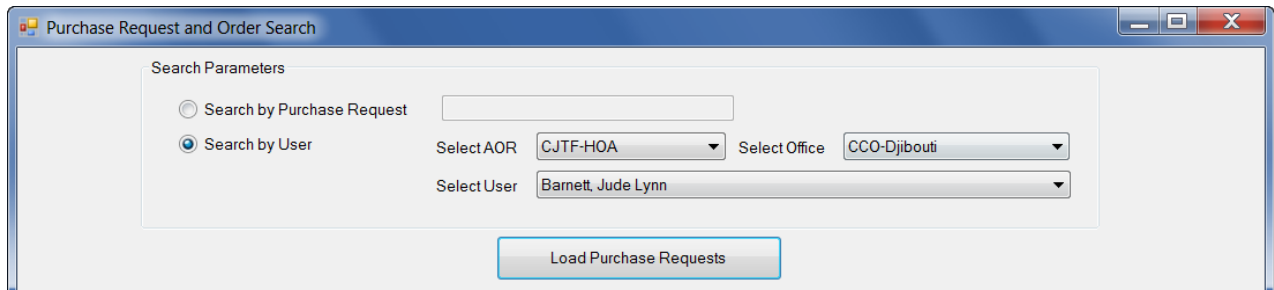
Oder Status	Order Date	PIIN	Currency Code	Total Cost (Local)	Amount Paid (Local)	Exchange Rate	Amount Paid (USD)	Ordered By
Paid/Pending	07/19/2012	UR0700-12-W-AD01	USD	200.0000	200.0000	1.00000	200.0000	Eli, Foo CM
Paid/Pending	07/18/2012	UR0700-12-M-AD01	USD	50.0000	50.0000	1.00000	50.0000	Foo Eli

**Load Purchase Orders Associated with the selected Purchase Request**

Click the **Export** button to export the report to Excel.

To search by user:

1. Select the **Search by User** radio button and then specify the AOR, Office and User, using the drop-down lists.
2. Click the **Load Purchase Requests** button to view the PRs associated with the user in the top table.

The screenshot shows a software window titled "Purchase Request and Order Search". Inside the window, there is a "Search Parameters" section. It contains two radio buttons: "Search by Purchase Request" (unselected) and "Search by User" (selected). To the right of the radio buttons is a text input field. Below the radio buttons, there are three dropdown menus: "Select AOR" with the value "CJTF-HOA", "Select Office" with the value "CCO-Djibouti", and "Select User" with the value "Barnett, Jude Lynn". At the bottom of the search parameters section is a button labeled "Load Purchase Requests".

**Purchase Request and Order Search Window**

## Lesson Summary

In this lesson, you learned how to:

- ☐ Identify the various reports available in 3in1 Tool Workstation
- ☐ Generate each type of report
- ☐ Print and save each type of report



## Lesson 2: Downloading Orders/Vouchers

### Objectives

After completing this lesson, the participant will be able to:

- ☐ Download orders/vouchers

### Mass Download SF44s

The Mass Download SF44s command enables a FOO or PA to download the SF44s and receipts they have executed or scanned into the 3in1 system, as a backup for their use. Users with other roles can view SF44s by user.

1. Select **Mass Download SF44s** from the **Reports** menu.

The *Download SF44 Form* window is displayed.

**Download SF44 Form**

2. Select the **Office** and **Unit** first, if your role is anything other than FOO or PA.  
FOOs and PAs can only select their own documents, so they cannot select a different office, unit or user.
3. Select a user name from the **Select a Field Ordering Officer** drop-down list.

- SF44 documents can be selected based on a specific Purchase Request or by a specified date range.

To view all SF44s created within a certain timeperiod, select **By Date**. Then use the Start Date and End Date fields to specify the date range for selecting a purchase request.

To view SF44s associated with a specific PR, select **By Purchase Request**.

- Click the **Load User's Documents** button.

Documents associated with the user (through the Document Handling feature) are listed. The document type, comments and creation date are also listed for each one.

- Mark the **Select SF44** check box beside each document to download.

To download all the SF44 documents that are listed, mark the **Select All SF44s** check box that appears beneath the list of documents.

PIINNumber	Purchase Request	Order Date	Cleared	Select SF44	Select Receipt
N3654A11WAB12	N3654A11PVTRBM2	7/16/2011	True	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N3654A11WAB19	N3654A11PVTRBM2	7/16/2011	True	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N3654A11WAB20	N3654A11PVTRBM2	7/18/2011	True	<input type="checkbox"/>	<input type="checkbox"/>
N3654A11WAB21	N3654A11PVTRBM2	7/16/2011	True	<input type="checkbox"/>	<input type="checkbox"/>
N3654A11MAB07	N3654A11PVTRBM2	8/1/2011	True	<input type="checkbox"/>	<input type="checkbox"/>
N3654A11MAB06	N3654A11PVTRBM2	8/1/2011	True	<input type="checkbox"/>	<input type="checkbox"/>
N3654A11MAB04	N3654A11PVTRBM2	7/31/2011	True	<input type="checkbox"/>	<input type="checkbox"/>

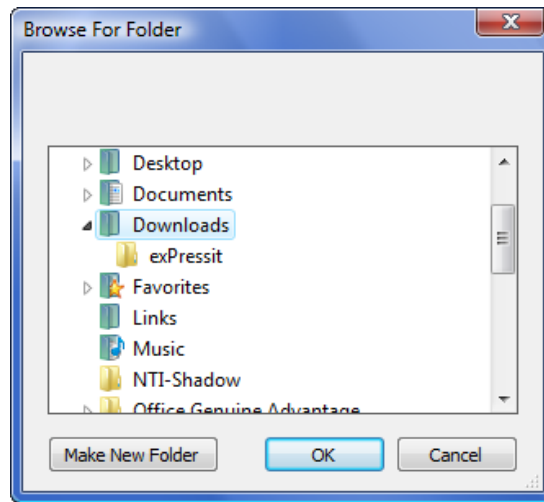
**Download SF44 Form Window**

- Mark the **Select Receipt** check box to download the receipt for a document.

To download all receipts that are listed, mark the **Select All Receipts** check box that appears beneath the list of documents.

- Click the **Save Documents** button.

The *Browse for Folder* dialog box is displayed.

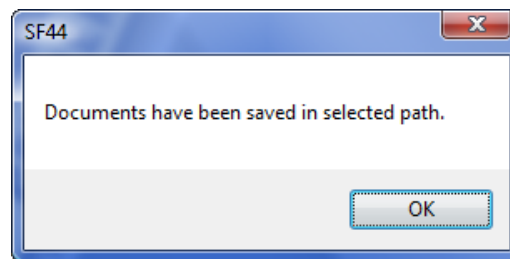


9. Locate the folder to store the downloaded documents, or create a folder.

10. Click OK.

A confirmation dialog box is displayed.

11. Click OK.



**Confirmation Dialog Box**

## Lesson Summary

In this lesson, you learned how to:

- ☐ Download orders/vouchers

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## Appendix A: RM/DA Task Checklists

Disbursing Agents and Resource Managers should use the following checklists to complete tasks. Refer to the referenced page numbers in this training manual for information regarding the 3in1 features used to complete each task.

### *Disbursing Agent Checklists*

	New PA (Action may have been performed by RM)	Page	✓
1	New PA registers either via the 3in1 web or Workstation application.	9	
2	Approve PA for the role they will perform using “Manage User Roles” (on the Set Up menu)	49	
3	Update appointment/redeployment dates as required in the user’s profile and upload appointment letters.	41	
4	Determine if the PA will be allowed to add a cash advance on the device or exchange cash using the device. Provide authorization on the PA’s User Profile screen.	41	
If DDS is used, complete step 5			
5	Create PA account in DDS	N/A <sup>1</sup>	

	Disbursing Cash Advanced to PA	Page	✓
1	Disburse cash in local disbursing system	N/A <sup>1</sup>	
2	Enter cash advance in 3in1 by selecting applicable PR. (Note: DDS users must add DDS Currency Code, DDS Agent ID, and DDS Site ID in 3in1) for first time use.	61	
3	If the device has already been issued to the FOO, remind Paying Agent that the device must be synchronized with the prime database to download the funding information prior to making a purchase.	66	

	Clearing PA Payments	Page	✓
1	After receiving an email notification of orders awaiting clearance/Review, go to the Clearance screen to review and approve/disapprove/flag orders	85	
2	Review all orders to ensure all required information is provided and either approve or flag the order for further action needed by the FOO (Note: FOO/PA appointment data can be seen under Document Handling Menu)	87	

<sup>1</sup> Performed outside the 3in1 Tool

Clearing PA Payments		Page	✓
3	As required, download all FOO/PA SF44s for separate electronic file storage, by selecting Mass Download SF44s from the Reports menu and selecting FOO and orders by date range or PR number.	159	
If DDS is used complete the following steps 4a-4g			
4a	Download DDS Extract from 3in1 (Note: Only orders approved by the last DA in clearance flow can be downloaded)	93	
4b	Locate the downloaded file and rename to download.acs and upload it into DDS using the CAPS interface.	N/A <sup>1</sup>	
4c	Process Payments in DDS	N/A <sup>1</sup>	
4d	After closing the business day in DDS, download voucher number file from DDS	N/A <sup>1</sup>	
4e	Upload voucher numbers into 3in1 system	103	
4f	As required, add downloaded SF44s & receipts from #3 to daily business for submission to DFAS	159	
4g	If foreign currency was used, a 1034 may need to be completed to account for the Flux	N/A <sup>1</sup>	
If not using DDS complete the following steps 4a-4c			
4a	Process payments in accordance with local procedures	N/A <sup>1</sup>	
4b	Manually enter voucher numbers into 3in1 system using the order look up screen	103	
4c	Upload the 1081 to the orders. (If Required)	80	
All User Actions			
When excess cash has been returned and the agents accountability reduced, the amount of issued cash must also be reduced in the 3in1 system			
5	Return excess cash assigned to an agent on the 3in1 Workstation by selecting the cash advance from the Financial Administration screen	125	
6	If the PA is terminating their role, remove the individual's access by un-approving the PA role under manage user roles. If required, notify the KO to remove the PA from the device.  (Note: This should only be accomplished after all actions and reviews are complete for this person or their account information. This may be accomplished by the RM.)	49	

## Resource Manager Checklists

### Initiating Actions

	New PA	Page	✓
1	New PA registers either via the 3in1 web or workstation application.	9	
2	Approve PA for the role they will perform from “Manage User Roles” in the “Area of Responsibility” drop down	49	
3	Update appointment/redeployment dates as required in the users profile and upload appointment letters.	41	

	Adding a New Purchase Request Checklist	Page	✓
1	Select PA and input key Purchase Request information (PR #, Amt, identify if cash will be issued against the PR)	55	
2	Enter the Line of Accounting: <ul style="list-style-type: none"> <li>➤ Using DDS enter Line Of Accounting by element selecting the Add button</li> <li>➤ Not using DDS enter the Line of Accounting in the LOA block as a string</li> </ul>	56	
3	Upload the signed Purchase Request form	120	

### Completion Actions

	Clearance Checklist	Page	✓
1	After receiving an email notification of orders awaiting clearance/review, go to the Clearance screen to review and approve/disapprove/flag orders	85	
2	Review all orders to ensure all required information is provided and either approve or flag the order for further action needed by the FOO (Note: FOO/PA appointment data can be seen under Document Handling Menu)	87	
3	If required, download all FOO/PA SF44s for separate electronic file storage, by going to the Mass Download SF44 from the Reports menu and selecting FOO and orders by date range or PR number.	159	

	Decommit Excess Funds and Close Out Purchase Request (PR)	Page	✓
When excess funds against a PR have been decommitted in the accounting system, it should also be decommitted in the 3in1 system and as required the PR should also be closed out.			
1	De-Commit excess funds from the 3in1 workstation PR Administration screen <i>(Note: The action will be initiated by the workstation and once the device is connected again it will confirm that funds are available for decommitment. If insufficient funds are available on the device the action will not be completed)</i>	105	

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	<i>and reconciliation will be required between the PA and RM)</i>		
2	Once all available funds have been expended against a PR, the PR can be closed out select the auto close out button if the PR should be closed out after decommitment.	115	
3	As required, download all FOO/PA SF44s for separate electronic file storage, by going to the Mass Download SF44 report from the Reports menu and selecting FOO and orders by date range or PR number.	159	
4	If the PA is terminating their role, remove the individuals access by un-approving them under manage user roles.	49	



## **Appendix B: Data Worksheets**

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## Add Purchase Request Worksheet

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The following information is used to manually add a purchase request using the 3in1 Tool Workstation. Complete the worksheet before logging in to the 3in1 Tool Workstation, to ensure you have all the necessary information.

### Purchase Request

Assigned to (FOO or Paying Agent name)	
Purchase Request Number	
Description	
Finance Type (Cash or Cashless)	
Amount	
Currency	

### Line of Accounting

Dept. Code	
Fiscal Year	
Basic Symbol	
Limit	
Operating Agency	
Allotment Serial	
Program Element	
EOR	
DPICd	
APCCd	
Standard Document	
Fiscal Station	



## Cash Advancement Worksheet

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The following information is used to issue cash advancements for purchase requests in the 3in1 Tool Workstation. Complete the worksheet before logging in to the 3in1 Tool Workstation, to ensure you have all the necessary information.

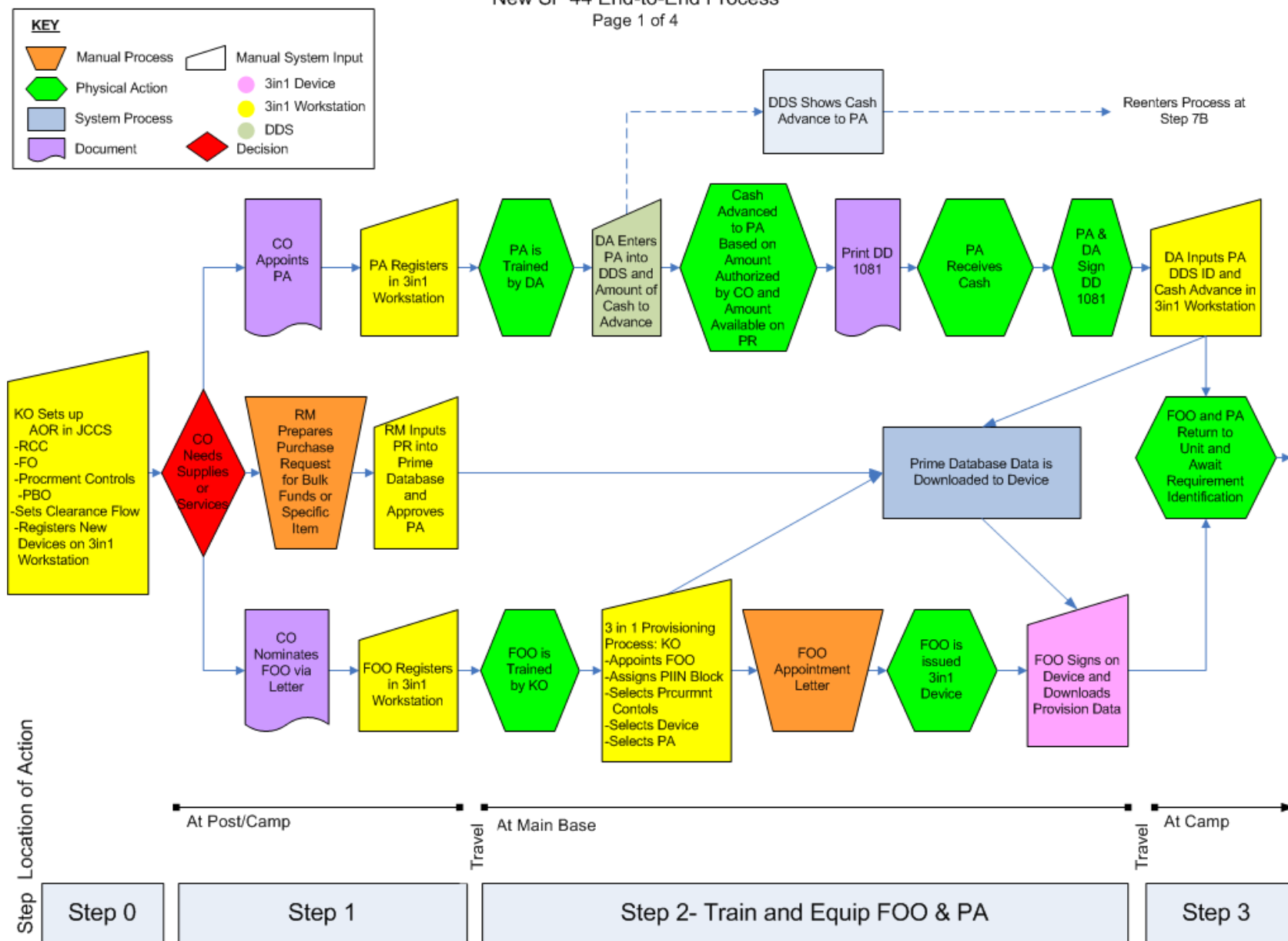
Cash Advancement Information		
For First Cash Advancement Only	DDS Agent ID	
	Purchase Request Number	
	Currency Code	
	Currency	
	Exchange Rate	
	Amount	
	Sequence Number	
	Advanceable Amount	

## **Appendix C: End-to-End Process Diagrams**

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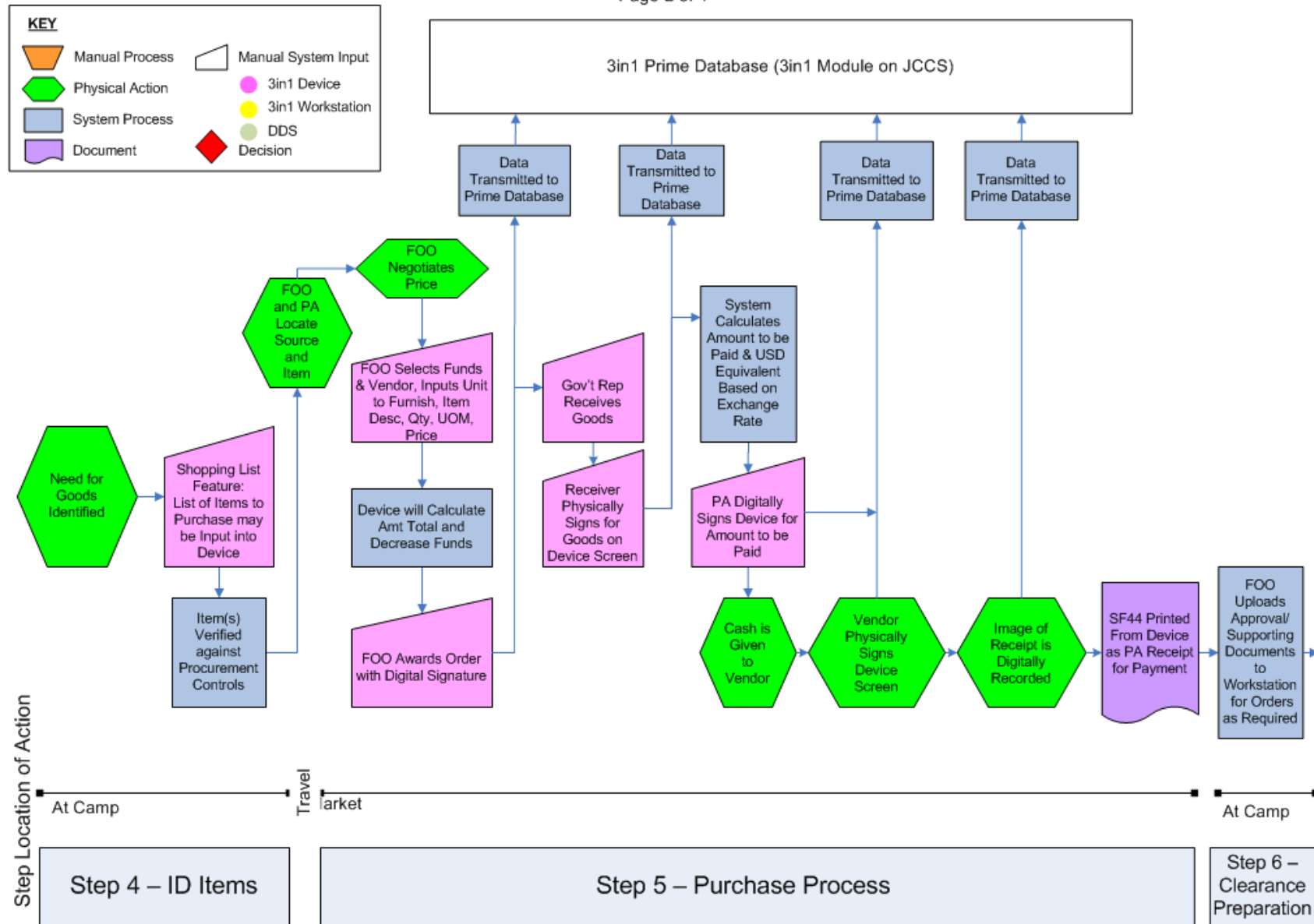
## New SF 44 End-to-End Process

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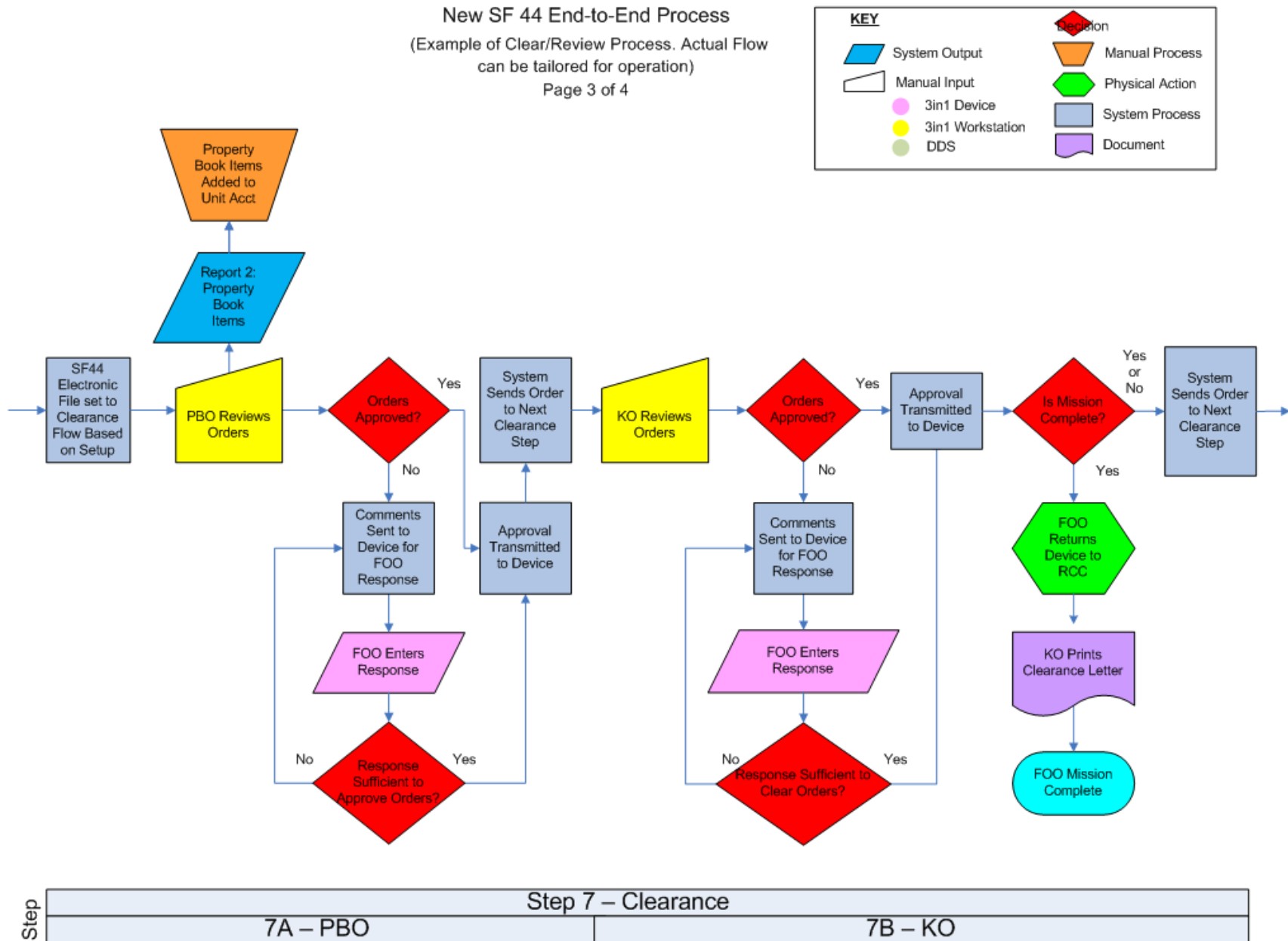
# New SF 44 End-to-End Process

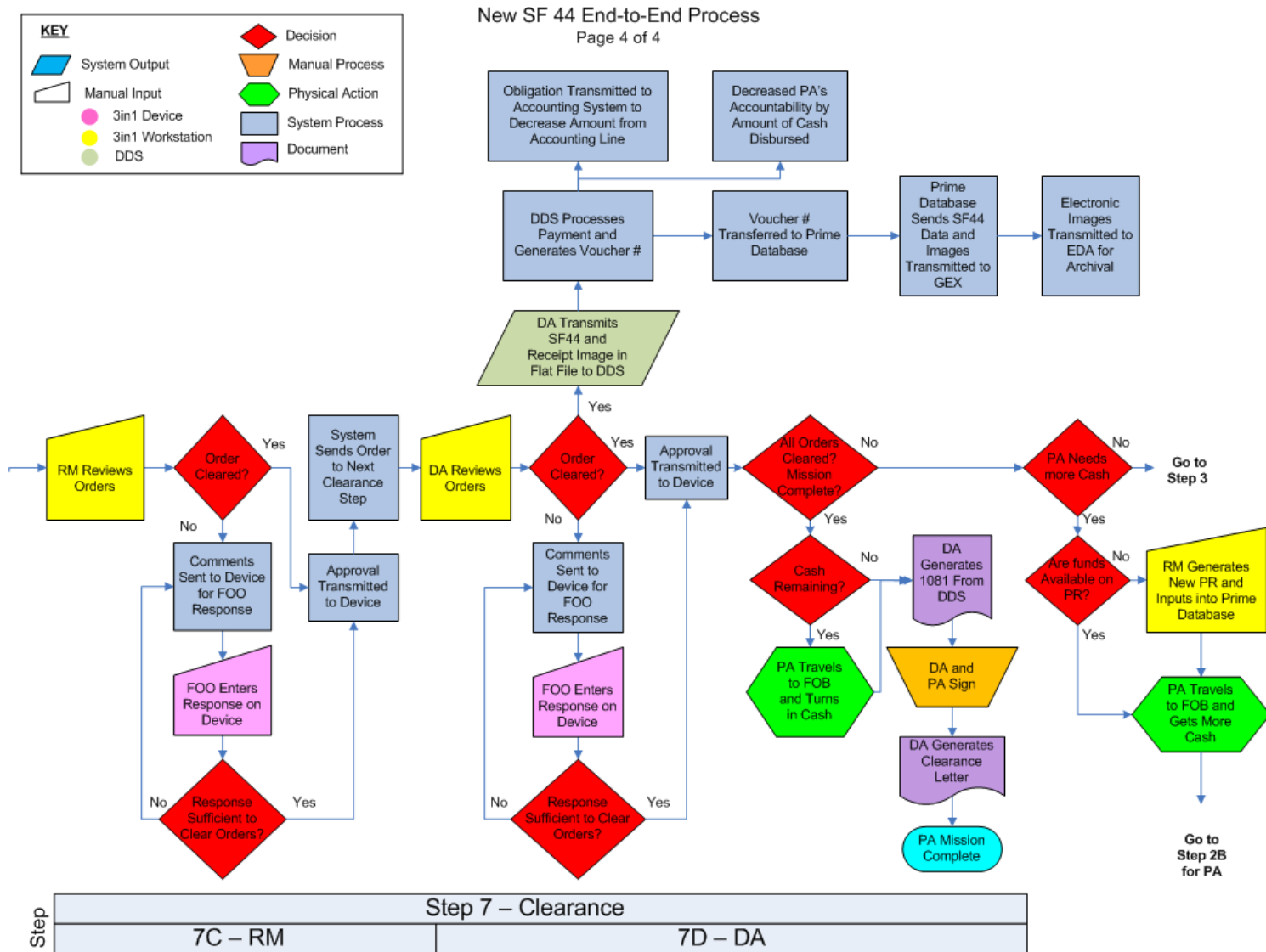
Page 2 of 4





**New SF 44 End-to-End Process**  
 (Example of Clear/Review Process. Actual Flow  
 can be tailored for operation)  
 Page 3 of 4





## Appendix D: Acronym List

The following table provides a reference for the acronyms for terms that are used in this guide.

Acronym	Definition
ACSA	Acquisition and Cross-Servicing Agreement
AOR	Area of Responsibility
CAC	Common Access Card
CAPS	Computerized Accounts Payable System
CO (KO)	Contracting Officer
COCOM	Combatant Command
DA	Disbursing Agent
DBSAE	Defense Business Systems Acquisition Executive
DSSN	Disbursing Station Symbol Number
DDS	Deployable Disbursing System
DECC	Defense Enterprise Computing Center
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
EDA	Electronic Data Access
EMMA	Enterprise Monitoring and Management of Accounts
ESN	Electronic Serial Number
FAR	Federal Acquisition Regulation
FOO	Field Ordering Officer
FO	Finance Officer
FOUO	For Official Use Only
GCPC	Government Commercial Purchase Card
HTTPS	Hypertext Transfer Protocol Secure
JCCS	Joint Contingency Contacting System
JTF-GNO	Joint Task Force - Global Network Operations
PA	Paying Agent
PIIN	Procurement Instrument Identification Number
PBO	Property Book Officer
PO	Purchase Order
PR	Purchase Request
RCC	Regional Contracting Center
RM	Resource Manager
SDA	Secured Digital Authorization
SF44	Standard Form 44
SMEs	Subject Matter Experts
SOCOM	Special Operations Command
UIC	Unit Identification Code
XML	Extensible Markup Language